

Deputy Chief of Staff for Passenger
and Personal Property

Department of State General Services Officers World-wide

Ladies and Gentlemen:

This letter forwards the Department of Defense (DOD) Personal Property Instruction containing the policies and procedures for the worldwide movement of DOD personnel's personal property. The Instruction is effective on 1 August 2001. Additional information may be found on www.mtmc.army.mil under personal property/povs.

The material in the instructions supersedes all previously provided instructions from the Military Traffic Management Command (MTMC). It is to be used as the DOD authority in the processing of all international through Government bill of lading personal property shipments; to include privately owned vehicles (POV), for DOD personnel. Periodic changes will be issued updating the Instruction's contents. (In addition, MTMC will implement a "HOTLINE" message service for quick notification of emergency guidance or of other urgent items of interest involving the programs.)

Your comments on improvements to the Instruction are encouraged in order to improve the effectiveness and efficiency of the programs. Any questions regarding the Instruction or its contents should be directed to Headquarters, Military Traffic Management Command, ATTN: MTPP-H, 200 Stovall Street, Alexandria, VA 22332-5050. Telephone numbers are: Defense Service Network (DSN), 328-3283; Commercial, (703) 428-3283. FAX numbers are: Commercial, (703) 428-3390. Office hours are (Local time), 7am to 4:30pm, Monday through Friday.

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REFERENCES

(a) DOD Directive 4000.19, "Interservice, Interdepartmental, and Interagency Support," October 14, 1980

(b) Joint Federal Travel Regulation (Volume 1) and Joint Travel Regulation (Volume 2)

(c) DOD 5030.49-R, "Customs Inspection," May 1977, authorized by DOD Directive 5030.49, January 6, 1984

(d) ATF Pub 5300.5, "Your Guide to Firearms Regulation," January 1, 1989

(e) DOD Regulation 4500.34-R, "Personal Property Traffic Management Regulation," October 1991

(f) Department of State AIRGRAMS, reference no. A-435, F.O. 11652, TAGS: ATRN, SUBJECT: Procedures for Shipping Personal Property of Department of Defense (DOD) Personnel Assigned Duty at Foreign Service Posts, dated March 26, 1982. Reference no A-92, E.O. 11652, TAGS: ATRN, SUBJECT: Shipments of HHE, UAB and POV's belonging to Military Members, dated 11 January 1982. Reference A-27, SUBJECT: Procedures for Shipping Personal Property of Department of Defense (DOD) Personnel Assigned Duty at Foreign Service Posts, dated 11 January 1988.

(g) Military Traffic Management Command Memorandum, SUBJECT: Procedures for Shipping Personal Property of Department of Defense (DOD) Personnel Assigned Duty at Foreign Service Posts, dated 7 Jan 1982

(h) Military Traffic Management Command Memorandum, SUBJECT: Department of Defense (DOD) Sponsored Shipments to/from American Embassies dated September 8, 1987

DOD PERSONAL PROPERTY INSTRUCTION

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DEFINITIONS

1. Accessorial Charge. Any rate or charge stated in a tariff, tender, or solicitation for accessorial services that is in addition to a linehaul rate.
2. Accessorial Service. A service apart from the linehaul transportation incident to the movement of personal property. Examples of accessorial services include packing and containerization, provision of cartons, containers and crates, and extra labor.
3. Administrative Support. Support such as finance and accounting services, personnel administration, mail pickup and delivery, and legal and computer services.
4. Agency Agreement. A legal instrument that defines the terms and scope of the relationship between a carrier and its agent.
5. Agent, Carrier's. A business firm, corporation, or individual acting for or in behalf of a carrier. A bona fide agent of a personal property carrier, as distinguished from a broker, is a person who or a business enterprise which represents and acts for a motor carrier or freight forwarder and performs its duties under the direction of the carrier pursuant to a preexisting agreement with the carrier, providing for a continuing relationship between them.
6. Air Mobility Command (AMC) An Air Force major command and USTRANSCOM Air Force component with the primary responsibility for DOD strategic airlift.
7. Area of Responsibility. A specifically defined geographic area where one military installation has been designated the responsibility for acquisition of transportation, storage, and related services.
8. Attempted Pickup and/or Delivery Charge. The use of labor and/or vehicles to perform pickup or delivery of property at the member's residence, when ordered by the personal property shipping officer (PPSO) and service cannot be performed.
9. Carrier. A business entity that holds appropriate state or federal permits or certificate for the movement of personal property.

10. BLUEBARK. A code word used to designate a personal property shipment of a deceased member or deceased dependent of a member

11. Carrier, DOD-Approved. Any carrier, as defined above, approved by the Commander, MTMC, for participation in the DOD Personal Property Shipment and Storage Program.

12. Codes of Service. The following are definable types of service under the TGBL method:

a. International Door-to-Door Container (Code 4). Movement of household goods in MTMC-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides linehaul service from origin residence to ocean terminal, ocean transportation to port of discharge, and linehaul service to destination residence, all without rehandling of container contents.

b. International Door-to-Door Container Government Ocean Transportation (Code 5). Movement of household goods in MTMC-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides linehaul service from origin residence to military ocean terminal, the Government provides ocean (MSC) transportation to designated port of discharge, and the carrier provides linehaul service to destination residence, all without rehandling of container contents.

c. International Door-to-Door Air Container (Code 6). Movement of household goods whereby the carrier provides containerization at the origin residence, surface transportation to the airport nearest origin that can provide required services, air transportation to the airport nearest destination that can provide required services, and transportation to the destination residence.

d. International Land-Water-Land Baggage (Code 7). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

e. International Land-Air-Land Baggage (Code 8). Movement of unaccompanied baggage whereby the carrier provides airport, air transportation to the destination airport, packing and pickup at origin, transportation to the origin face transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.

f. International Door-to-Door Container - AMC (Code T). Movement of household goods whereby the carrier provides containerization at the origin residence and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to the destination residence.

g. International Land-Air(AMC)-Land Baggage (Code J). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at the origin and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to destination from AMC terminal and cutting of the banding and opening of the boxes at the destination residence.

13. Common Servicing. The function performed by one DOD component in support of another DOD component for which reimbursement is not required from the component receiving support.

14. Consolidated Personal Property Shipping Office (CPPSO). An activity staffed and operated by one military service in support of all military service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DOD members. Support is provided on a common service, non-reimbursable basis.

15. Container. An external shipping conveyance for the movement of personal property. Containers are used in both domestic and international movements. Personal property containers must be weather tight, fitted with at least one door (hinged or removable section), and capable of being handled and transported by existing equipment. Containers must be constructed to conform to minimum dimensional, material, and construction specifications.

16. Continental United States (CONUS). As used in connection with household goods, includes all areas within the United States, excludes Hawaii. For purposes of soliciting rates for unaccompanied baggage, includes all areas within the contiguous United States, excluding Alaska and Hawaii.

17. Contracting Officer. Any individual authorized to execute contracts for use in the DOD Personal Property Shipment and

Storage Program on behalf of the Government. The term includes, except as otherwise specified in the contract, any authorized representative of the contracting officer.

(18. Controlled and Uncontrolled Country.)

a. Controlled Country. A controlled country is an overseas area or country so designated by the Commander, MTMC. After a carrier has received approval from MTMC to serve a controlled country, a carrier shall file an LOI with all PPSOs within the rate areas it desires to serve. Upon receipt of the LOI, the PPSO/RSMO in CONUS shall approve or disapprove the carrier's agent's facilities before acceptance or rejection of the carrier's LOI.

b. Uncontrolled Country. An uncontrolled country is an overseas area or country for which a carrier's agent's facilities need not be approved by the theater commander before approval by the Commander, MTMC.

19. Cost Comparison. An evaluation by the Commander, MTMC, or a PPSO of the relative total through costs of a personal property shipment to select the method and mode of shipment that meets the member's requirements at the lowest overall cost.

20. Customs Territory of the United States (CTUS). The 50 states, the District of Columbia, and Puerto Rico.

21. Destination Point. City or installation shown in the destination block on the Personal Property Government Bill of Lading.

22. Direct Procurement Method (DPM). A method of shipment in which the Government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contractual arrangements or by the use of Government facilities and personnel.

23. DPM Commercial Air Solicitation. A solicitation standardizing services performed by commercial air freight forwarders/carriers and centralizing receipt and processing of rates by MTPP-HR for movement of crated household goods and unaccompanied baggage worldwide.

24. Disqualification. Action taken by Commander, MTMC, which results in the exclusion of a carrier or storage firm from participation in the DOD Personal Property Shipment and Storage Program at one or more installations for a definite or indefinite period of time.

25. Final Delivery Point. Place at which carrier surrenders possession of property to the owner or owner's agent and no further transportation or services are required under the Personal Property Government Bill of Lading.

26. Government Bill of Lading Office Code (GBLOC). A four-letter alpha code that identifies the installation or activity responsible for shipments moving under Government bills of lading. GBLOCs are used for internal accounting purposes and for the distribution of information to the installations or activities. The proponent for issuance is the Commander, MTMC, ATTN: MTOP-T-S-T, 5611 Columbia Pike, Falls Church, Virginia 22041-5050.

27. Gross Weight. The aggregate weight of all articles plus necessary packing materials and shipping containers.

28. Hazardous Material. Any material having one or more hazardous characteristics. Hazardous materials are classified according to the greatest hazard present. For the purpose of this Regulation, categories of hazardous materials are defined as follows:

a. Combustible Liquid. Any chemical compound or mixture containing an explosive composition that ignites spontaneously or undergoes a marked decomposition when subjected to heat.

b. Corrosive Liquid. Any material that causes visible destruction or irreversible alteration in human skin tissue on contact or in case of leakage from its package, a liquid that has a severe corrosion rate on other materials.

c. Explosive. Any chemical compound, mixture, or device of which the primary or common purpose is to function by explosion, that is, with substantially instantaneous release of gas or heat.

d. Flammable. Any solid or liquid material other than one classified as an explosive that, under conditions incident to transportation, is liable to cause fires through friction or

spontaneous chemical change, yields fumes that stimulate the combustion of organic matter or that can be ignited readily, and, when ignited, burns so vigorously and persistently as to create a serious transportation hazard.

e. Gas, Compressed. A cylinder charged with compressed gas.

29. Household Goods. Furniture, furnishings, boats, or equipment; clothing; baggage; personal effects; professional books, papers, and equipment; and all other personal property associated with the home and person, as defined in the Joint Federal Travel Regulations (JFTR).

30. International Air Carrier. Any carrier using aircraft, operating as a common carrier for compensation or hire and transporting persons or personal property between a point in CONUS and a point outside CONUS, between one theater and another theater (inter theater), or between points in the same theater (intratheater) but not intracountry.

31. Intertheater Movement. Movement of personal property from an origin point in one overseas theater to a destination point in another overseas theater. Movements to or from CONUS are not considered inter theater.

32. Intratheater Movement. Movement of personal property from an origin point in an overseas theater to a destination point in the same overseas theater.

33. Item (or article). The terms item and article used in the Regulation shall be interchangeable. Each shipping piece or package and the contents thereof shall constitute one item. For determining liability for items, the total weight of the item shall be utilized.

34. Kilogram. One kilogram is equal to 2.2046 pounds. To convert kilograms into pounds, multiply kilograms by 2.2046 factor. To convert pounds into kilograms, multiply pounds by 0.453 factor.

35. Kilometer. One kilometer is equal to 3,280.8 feet or 0.62137 mile. To convert kilometers into miles, multiply the number of kilometers by a 0.62137 factor. To convert miles into kilometers, multiply the number of miles by a 1.609 factor.

36. Joint Personal Property Shipping Office (JPPSO). A JPPSO is an activity staffed and operated by members from two or more military services, in support of all military service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DOD members. Support is provided on a common service, non reimbursable basis.

37. Local Moves (Drayage). Local moves within the PPSO's area of responsibility which are procured by the PPSO under the Packing and Crating Contract. Carriers must determine applicable procedures for participation in this traffic at each installation.

38. Member. The military or civilian employee of the Department of Defense or an individual sponsored by the Department of Defense for whom services are being provided at Government expense.

39. Military Airlift Policy. The DOD policy states that AMC should be used in preference to modes utilizing commercial over-ocean air for service in every instance where it can meet delivery requirements. PPSOs must coordinate with air clearance via AMC. The same policy applies to intratheater shipments where rates are available. Questions concerning this policy should be addressed to the appropriate MTMC area command or overseas component.

40. Military Sealift Command (MSC). The single DOD operating agency responsible for providing DOD sealift service.

41. Military Traffic Management Command (MTMC). An Army major command and USTRANSCOM component that provides cargo, passenger, and personal property traffic management services to all DOD Components.

42. Net Weight. The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

43. One-Time-Only (OTO) Rates. Rates solicited by MTMC from individual carriers for the one-time movement of personal property.

44. Ordering Officer. The contracting officer of a designated using activity or an individual appointed by the contracting officer who is authorized to issue service orders under a BOA for storage of household goods and related services.

45. Origin Installation. Military installation or activity with a PPSO which controls and issues Personal Property Government Bills of Lading for personal property shipments.

46. Overseas Theater. An overseas area which is composed of one or more of the Armed Services, designated to operate in a specific geographical area, i.e., the Pacific, European, Southern, or other command.

47. Packing Carton. Packing carton used for packing items requiring additional protection prior to placing inside shipping container.

48. Personal Property. Includes household goods, unaccompanied baggage, POVs.

49. Personal Property Shipping Office (PPSO). An activity designated to provide traffic management, counseling, and application processing within a designated area of responsibility, which includes acquisition of transportation, storage, and related services. PPSOs may provide traffic management support for PPPOs with the assigned area or be supported for specific functions by a CBO/CBA, as applicable. Support is provided on a common service, nonreimbursable basis.

50. POV Processing/Port Hold-Time. The time, beginning with the day the POV is turned in, involved for the processing, booking, documentation, staging, container stuffing, and hold-time to next available sailing that will allow the POV to arrive at destination earliest.

51. Pickup Point. The specific location where the carrier takes possession of personal property for shipment.

52. Port of Embarkation/Debarcation.

a. Ocean (WPOE/WPOD). Includes dock, wharf, pier, or berth at which cargo is loaded aboard a ship or is discharged from a ship, including the carrier's port terminal facility or warehouse serving the port.

b. Aerial (APOE/APOD). Includes MAC facilities for loading, unloading, and handling of shipments, including the carrier's port terminal facility or warehouses serving the port.

c. Routing. Aerial and water ports designated in the International Personal Property Rate Solicitation for Codes T, and J are those ports in effect on the date that the cycle solicitation was issued and are used by carriers to set rates. These ports will not be used for routing purposes. Code 5 shipments will be routed in accordance with MILSTAMP, DOD 4500.32-R. Codes T and J are routed to/from specific aerial ports identified in appendix A & B of chapter 13 of the International Personal Property Rate Solicitation. Codes 5, T, and J shipments transiting ports other than those indicated in the Port Designators are subject to Item 1304, Chapter XIII, Use of Alternate Ports of the International Personal Property Rate Solicitation.

53. Rate Area. An area is generally defined as each of the states and the District of Columbia in the continental United States (CONUS) and a country/U.S. possession, or other such description in the overseas area. However, individual states and countries may be subdivided into two or more rate areas or combined into a single, larger rate area to facilitate service and rate computations in the ITGBL program.

54. Rate.

a. One-Time-Only (OTO) Rate. A special ITGBL rate solicited by Commander, MTMC, at the request of a PPSO, for movement of a shipment over a specific origin-destination for which rates are not provided in the ITGBL volume rate printout.

b. Single-Factor Rate (SFR). A single rate that combines charges for all services, except some accessorial services, associated with the movement of a shipment.

55. Regular Working Hours. Regular working hours include the days Monday through Friday between the hours of 8 a.m. and 5 p.m. and exclude all other hours of the day, days of the week, and officially declared foreign national, U.S. National, or state holidays and during any hour on Good Friday when service is rendered on that day in New York City and the New York Counties of Dutchess, Erie, Genessee, Livingston, Monroe, Nassau, Niagara, Orange, Ontario, Orleans, Putnam, Suffolk, Ulster, Wayne, Westchester, and Wyoming.

56. Required Delivery Date (RDD). A specified calendar date on or before which the carrier agrees to offer the entire shipment of personal property for delivery to the member or member's agent at destination. If the RDD falls on a Saturday; Sunday; Foreign National, U.S. National, or state holiday, the RDD will be the following work day.

57. Requirements. The principal elements considered in determining the method and mode for a member's shipment. Such elements include, but are not limited to, required reporting date at the new duty station, TDY assignments en route, and housing availability.

58. Satisfactory Service. Performance that meets the moving, handling, and storage standards established herein, the provisions of applicable tenders of service, and all applicable contractual requirements.

59. Shipment. Property made available by one shipper to the carrier for loading at one time, at one place of origin, for one consignee, and to one destination.

60. Shipping Container. External container, crate, tri-wall, bi-wall, or other Government-approved container into which individual articles and/or packing cartons are placed.

61. Standard Carrier Alpha Code (SCAC). A four-digit alpha code assigned to each carrier by the National Motor Freight Traffic Association to identify that carrier in the various procedures and documents used in the DOD Personal Property Shipment and Storage Program.

62. Standard Point Location Code (SPLC). A standard point location code consisting of alphanumeric characters, which is assigned to each rate area for the purpose of geographical accounting.

63. Storage.

a. Temporary Storage. Storage in connection with a linehaul movement of personal property that is acquired either by PPGBL or contract. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof.

b. Nontemporary Storage. Storage that is not used in connection with a linehaul movement of household goods and is acquired under the terms of a BOA (Appendix H) entered into by

the storage firm and the Government.

64. Suspension. An action taken by a PPSO or HQMTMC to temporarily halt distribution of personal property shipments to an agent or carrier serving a specific installation.

65. Tariff. A publication containing rules, regulations, services, rates, and charges for personal property shipments for general public (commercial) use, as well as for Government use. Tariffs are issued by individual carriers, rate tariff bureaus, associations, or conferences and are filed with surface transportation board or other regulatory body. Tariffs shall bear an Federal Maritime Commission (FMC) number for interstate or international application or a public utilities or service commission for intrastate application.

66. Tender. A document providing quotations to the Government based on special rules, regulations, rates, and charges applicable to personal property shipments. A tender issued by or for a regulated carrier shall be based on an Surface Transportation Board (STB) or other regulatory body operation authority or permit.

67. Through Government Bill of Lading (TGBL). A single PPGBL issued to a commercial carrier to acquire transportation and related services for a shipment of household goods from origin to destination.

a. International TGBL (ITGBL). The movement of personal property between CONUS and an overseas point, between a point in one theater and a point in another theater (intertheater), or between points in the same theater (intratheater) by use of a DOD-approved carrier. The carrier shall arrange or perform all required services incident to movement. Usually, an SFR (in dollars per hundredweight) is submitted by the carrier to the Government before shipment and covers all charges relating to the shipments, except accessorial charges. The carrier's responsibility begins once the shipment is accepted at origin and ends upon delivery at destination.

68. Traffic Management. Development, coordination, and supervision of DOD-wide programs, procedures, reports, standards, and criteria governing the acquisition of services required to move, store, and handle personal property. It does not include policies and procedures of the program in the following areas: funding, staffing, accounting, disbursing, and claims settlement.

69. Transit Times. The minimum time established for the movement of a shipment from origin to destination. This time is determined by counting the day after pickup as the first day. Saturdays, Sundays, and holidays are counted as part of the transit time.

70. Transportation Control Movement Document (TCMD), DD Form 1384. A form used to control the movement of property while in the Defense Transportation System (DTS) and performs functions similar to a bill of lading in the commercial transportation system.

71. Unaccompanied Baggage. The portion of a member's prescribed weight allowance of personal property including professional books, papers, and equipment, normally shipped separately from the bulk of personal property and designated as such on the member's application for shipment.

71. United States Transportation Command (USTRANSCOM). The unified command which is the DOD single manager for sea, land, and air transportation in both peace and war. USTRANSCOM controls all DOD transportation asserts except those which are Service-unique or theater-assigned.

GLOSSARY OF ABBREVIATIONS

ACA	Air Clearance Authority
AMC	Air Mobility Command
APOD	aerial port of debarkation
APOE	aerial port of embarkation
ATF	Alcohol, Tobacco, and Firearms (Bureau of)
BOA	Basic Ordering Agreement
CBA	Centralized Booking Agency
CONS	consumable items
CONUS	continental United States
CPPSO	consolidated personal property shipping office
CTUS	customs territory of the United States
CU	cube
CWT	hundredweight
DDD	desired delivery date
DISCON	Discrepancy in Shipment Confirmation
DISREP	Discrepancy in Shipment Report
DOD	Department of Defense
DODAAD	Department of Defense Activity Address Directory
DPM	direct procurement method
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
EPA	Environmental Protection Agency

GLOSSARY OF ABBREVIATIONS (continued)

ETA	estimated time of arrival
FMC	Federal Maritime Commission
GBL	Government bill of lading
GBLOC	Government bill of lading office code
G&MRT	Government and military rate of tender
GRT	Government rate tender
GSA	General Services Administration
GSO	General Services Officer
HHG	household goods
I/D	increase/decrease
ITGBL	international through Government bill of lading
JAG	Judge Advocate General
JFTR	Joint Federal Travel Regulations
JPPSO	joint personal property shipping office
MAJCOM	major command
MARS	Military Affiliate Radio System
MDC	movement designator code
MOT	military ocean terminal
MSC	Military Sealift Command
M/T	measurement ton
MTMC	Military Traffic Management Command
NCWT	net hundredweight

GLOSSARY OF ABBREVIATIONS (continued)

NTS	nontemporary storage
OCCA	ocean cargo clearance authority
OTO	one-time-only
PBP&E	professional books, papers, and equipment
PCS	permanent change of station
POD	port of debarkation
POE	port of embarktion
POF	privately-owned firearms
POV	privately-owned vehicles
PPCIG	Personal Property Consignment Instruction Guide (Worldwide)
PPGBL	Personal Property Government Bill of Lading
PPSO	personal property shipping office
RDD	required delivery date
SCAC	standard carrier alpha code
SFR	single factor rate
SIT	storage-in-transit
SJA	Staff Judge Advocate
SSN	social security number
TDR	traffic distribution record
TDY	temporary duty
TGBL	through Government bill of lading

GLOSSARY OF ABBREVIATIONS (continued)

UB	unaccompanied baggage
USEUCOM	U.S. European Command
USTRANSCOM	United States Transportation Command
VPC	Vehicle Processing Center
WPOD	water port of debarkation
WPOE	water port of embarkation
WTCA	Water Terminal Clearance Authority

CHAPTER 1

GENERAL

1000. Purpose.

a. This handbook prescribes traffic management procedures for the movement and storage of HHG, UB, POVs, and POFs. Provisions do not apply to the administration or interpretation of entitlements. These policies and instructions are only for U.S. military personnel and DOD civilians assigned duty at Foreign Service posts without a controlling GSO/TO.

b. This handbook covers the preparation of requests for shipment of personal property and POVs, as well as the preparation of the required shipping documents. It explains the various organizations involved in the programs (their functions and responsibilities), describes request and reply procedures, and gives preparation instructions for the request and reply formats.

1001. Policy.

a. Quality service to the member is given primary emphasis in implementation and management of the personal property program.

b. All DOD members (may) will have their HHG, UB, and POVs shipped under the provisions of the ITGBL program. No DOD shipments are authorized to be moved under the provisions of the DOS.

1002. Responsibilities.

a. MTMC. Commander, MTMC, is designated as the executive agent for DOD Personal Property Shipment and Storage Program on a worldwide basis per DOD 4500.9R.

(1) Deputy Chief of Staff for Passenger and Personal Property. The Deputy Chief of Staff for Passenger and personal Property has designated the Domestic and International Rates Branch (MTPP-HR) as manager of the OTO Program, and has designated the Storage and POV Branch (MTPP-HP) as manager of the POV program. The Domestic and International Rates Branch is the overall coordinator for this instruction, updates, and HOTLINE message system.

(2) Carrier Agents. DOD carriers (DOD shipments will be moved only by HQMTMC approved carriers) are required to have agent agreements for the movement of offered shipments. General Service Officer may request to HQMTMC the use of specific agents.

(3) Publications.

(a) MTMC instruction. These instructions provide the minimum guidance, instructions, and examples required to request, prepare documentation, and administer DOD shipments. It is in compliance with DOD 4500.9R, Defense Transportation Regulation, Part IV Personal Property, and International Personal Property Solicitations. No other documents will be used by the GSO in the management and shipment of DOD personal property without prior written approval from HQMTMC.

(b) ITGBL and Special Rate Solicitations. Solicitations provide rate submission instructions and charges authorized for services. These solicitations are used by HQMTMC and the carriers to obtain OTO rates and services, which in turn, are used by the Defense Finance and Accounting Service and General Services Administration for audits and payments.

(c) Personal Property Consignment Instruction Guide (PPCIG) consist of 2 volumes: VOL I, CONUS Activities, and VOL II, Overseas activities. The PPCIG, published by HQMTMC, provides consignment instructions for DOD shipments. Each page contains a "Special Instructions" section which may be used to convey special routing and consignment information which is not shown elsewhere. Also included are General Instruction pages for some countries which contain information applicable to all military services on customs requirements, POVs, pets, privately owned weapons, etc. The PPCIG establishes consignment instructions for DPM household goods and baggage, ITGBL baggage, high value personal property, POV, and for parcel post shipments. It is not to be used for routing or to provide detailed instructions on modes of personal property. Failure to follow consignment instructions will result in misconsigned shipments. Misconsigned shipments create additional costs to DOD and hardship for the DOD member. You may access the PPCIG at MTMC's homepage at (www.mtmc.army.mil).

b. DOS.

Office of Transportation Division. The Chief, Transportation Division is designated as the executive agent for support of the DOD Personal Property Shipment and Storage Program as described in this instruction. The Transportation Division will act as the DOS single point of contact with the MTMC program managers and with service headquarters for the execution of DOS responsibilities.

c. GSO

(1) GSOs are responsible for executing DOD personal property shipments in accordance with this instruction. Responsibilities and authorities are delegated to the GSO, in accordance with the DOD/DOS Interagency Agreement and this instruction. These responsibilities and authorities can not be delegated to any other activity or organization without prior approval from DOS and MTMC.

(2) GSOs are not to use DOS channels, i.e., U.S. Dispatch Agents, local contracts, etc. for shipment of household goods, unaccompanied baggage, and POVs, without prior approval from HQMTMC, ATTN: MTPP-HR. Failure to comply with this instruction will result in excessive costs to DOS and DOD, and will delay the DOD member's shipments.

(3) Publications and Publication Accounts. GSOs should maintain their established publication accounts.

(4) Quality Assurance. GSOs are responsible for providing service member with documentation, shown in Chapter 4 of this handbook. MTMC can evaluate each DOD carrier. GSOs are responsible for evaluation of the local agent's performance at their posts. Evaluations should be based on information found in DTR, Part IV, Personal Property, Appendices AZ and BM.

(5) Personal Property Consignment Instruction Guide, Worldwide Volume II - Overseas.

(a) Each GSO is responsible to ensure the PPCIG instructions for inbound shipments into their AOR are current, clear, and concise.

(b) For outbound shipments, deviation from the consignment guide instructions must be requested as part of the OTO/POV request. MTMC does not have the authority to deviate from overseas host country requirements.

(c) It is the responsibility of each GSO to ensure that instructions for their post are correct. Whenever a change occurs, submit a change of consignment instructions to HQMTMC, ATTN: MTPP-SH. An example consignment guide page change message is provided at Appendix F of this handbook. Embassies may also submit changes via the Internet. A password is required and can be obtained from <http://pweb.eta.mtmc.army.mil/ppcig/index.htm> before any changes can be made via the Internet. Whenever a change occurs, the GSO can then update the consignment instructions online at http://pweb.eta.mtmc.army.mil/ppcig/ppcig_index.

(6) Special agent considerations. GSOs may request special agent use under exceptional or unusual causes under the OTO program. Requests from the GSOs must be part of the OTO request and must be approved in writing by HQMTMC prior to the pickup of the shipment.

(7) Accept and process promptly all requests for the shipment or storage of DOD personal property, regardless of the member's military service affiliation.

(8) Prepare the proper customs documents to effect duty free clearance of personal property shipments for those areas where specific customs documents are required.

(9) Establish reasonable RDD based on the member's requirements, i.e. taking in consideration of leave, schooling, or TDY enroute, anticipated date of residence at destination, etc.

(10) Select the method and mode of shipment and acquire promptly all transportation or storage necessary to fulfill the requirements of the member, according to the policies and procedures established in this instruction. Process requests for OTO rates to move shipments. (See OTO procedures, Chapter 2).

(11) Advise the member or the member's authorized agent of the name of the carrier selected and the dates the necessary packing and related services will be performed before movement or storage of the personal property.

(12) Control, secure, issue and prepare Personal Property Government Bills of Lading (PPGBL's), SF 1203, and submit them to the carrier before the actual pickup date. See Chapter 5 for preparation and distribution of the PPGBL. If the GSO cannot secure Personal Property Government Bills of Lading, any Government Bills of Lading may be utilized.

(13) Establish a shipment file for inbound and outbound personnel.

(14) Certify on the Statement of Accessorial Services Performed (DD Form 619), the period of time when a shipment is ordered in (to) and out of SIT. Return a certified copy to the carrier within 10 workdays of receipt.

(15) Inspect personal property shipments in accordance with the requirements of this instruction.

(16) Perform claims inspections, as required, to determine carrier compliance with tenders of service, tariffs, and rate tenders.

(17) Forward copies of all ITGBL carrier inspection reports to HQMTMC, ATTN: (MTPP-HQ).

(18) Recommend to HQMTMC the suspension or disqualification of a carrier with full justification.

1003. GSO. Appendix B contains a list of publications considered essential for a successful personal property program. GSO requirements for these publications shall be submitted through their established publications distribution channels or downloaded from appropriate websites.

1004. Forms Supply. All forms discussed in this instruction are available through normal supply channels or downloaded from appropriate websites.

1005. Application for Shipment or Storage of Personal Property. Application procedures are provided in Chapter 5, which describes the completion and distribution of various forms and specifies required supporting documentation.

1006. Accessorial Services: As a general rule, accessorial services are not authorized for ITGBL boat, POV, and OTO moves of HHG and UB. In these moves, accessorial services are part of the single factor rate. If you have a question, contact HQMTMC, ATTN: (MTPP-HR) for assistance.

1007. Technical and Training Support.

a. Technical Support. Contact HQMTMC, ATTN: (MTPP-HR) for Technical support, phone number (703) 428-3282 or fax (703) 428-3390, regarding HHG or UB moves.

b. Training Support.

(1) MTMC Support. The Domestic and International Rates Branch, Personal Property Division, will provide assistance and on-site training at HQMTMC, as required. On-site training should be requested 30-days prior to the desired start date. GSOs are encouraged to send their personnel for this hands-on training. The training is provided without cost. Travel and per diem costs are the responsibility of the DOS.

(2) DOD Schools. Several DOD schools offer training in the personal property program. School quotas should be requested through the DOS Transportation Division. Information on the schools can be obtained by writing or calling the schools. See page A-9 for a listing of schools.

1008. Tracing Procedures. GSOs can institute or respond to tracing requests as described in the appropriate chapters of this instruction.

1009. Counseling. When a DOD member receives a permanent change of station (PCS) order, the GSO briefs the member on shipping entitlements. This involves preparation of an Application for Shipment and or Storage of Personal Property (DD Form 1299), and a Personal Property Counseling Checklist (DD Form 1797). As a general rule, what the member shipped incoming to the Embassy, is what they will ship out. Reasonable weight estimates are needed by HQMTMC. See Appendix D for additional instructions.

1010. HOTLINE Message. HQMTMC will periodically send HOTLINE messages, via HQMTMC's homepage at www.mtmc.army.mil, addressing key informational or operations issues. In some cases, these messages will address immediate changes to procedures, consignment instructions, or carrier suspension or disqualification instructions. These types of messages will have an effective date and will be followed up with page changes to the instruction. The HOTLINE system allows quick dissemination of critical information that affects the DOD member.

1011. Claims. As a general rule, GSOs will not become involved with the processing of claims by DOD personnel. GSOs are required to provide appropriate documentation of shipments originating or being delivered in their areas of responsibilities as required by the individual service. Claims instructions and example documentation are provided at Appendix E. DOD personnel will process claims in accordance with their individual service regulations. If a request for assistance is made to the GSO, the GSO should contact the appropriate service headquarters in Appendix E.

1012. PPGBL Preparation. Chapter 5 provides detailed instructions for preparation and distribution of the PPGBL. This document is required for all personal property shipments made for DOD members.

1013. Entitlements. Authorization for shipment of personal property, POVs, professional books, papers, and equipment is prescribed in the JFTR. A table of prescribed weight allowances is shown in Appendix C, the members military service headquarters

may impose restrictions to these amounts. In some cases, the members PCS order will contain entitlement information, however, if a request for authorization is required, the GSO should contact the appropriate service headquarters in Appendix E.

1014. Foreign Flag Certification. No DOD shipment is authorized to move under DOS foreign flag certification. GSO's are not authorized to approve the use of foreign flag vessels or aircraft to move DOD shipments. Only Joint Traffic Management Office (JTMO/MTMC) and Air Mobility Command (AMC) are authorized to issue foreign flag certificates.

a. All DOD shipments requiring movement on foreign flag vessels or aircraft must be identified on the OTO request in accordance with chapter 2.

b. DOD carriers or their agents are solely responsible for the request to AMC or JTMO/MTMC for foreign flag certification.

1015. Inconvenience Claims. The carrier industry generally has shown willingness to honor reasonable inconvenience claims that are the direct result of the carrier's failure to pick up or deliver personal property shipments on agreed-upon dates. While carriers are not required by the Tender of Service to settle or honor claims for inconvenience, they are required to settle and the member is entitled to submit such a claim. The member should contact his service headquarters for assistance in filing inconvenience claims.

1016. BLUEBARK Designation. The code word "BLUEBARK" shall be used to designate a personal property shipment of a deceased member, or deceased dependent of a member. In the case of a BLUEBARK shipment, origin GSO shall:

a. Mark the code word "BLUEBARK" in a conspicuous place on all shipping documents.

b. Send copies of all documentation (annotated with the code word "BLUEBARK") to the destination GSO/TO. Advanced documentation shall be mailed in a timely manner to allow the destination GSO/TO or GSO sufficient time to contact the carrier and consignee before arrival of the shipment.

CHAPTER 2

ITGBL OTO PROGRAM

2000. Purpose and Scope. This chapter provides guidance and establishes procedures for the worldwide shipment of HHG and UB under the ITGBL OTO method. The provisions of this chapter apply to all DOD-sponsored HHG and UB shipments.

2001. Responsibilities.

a. GSOs requiring an OTO rate will submit a request by priority message, email or fax to HQMTMC, ATTN: MTPP-HR, (example at Tab A). Request for shipment moving entirely within or between Europe, will be submitted to HQMTMC Europe (MTPP-E) via e-mail at PPD@eucom.mil. In addition to the required entries as referenced in Tab A, the following inputs are allowed:

(1) GSOs have the authority to request a particular carrier/agent, if previous experience indicates a need for this special requirement.

(2) GSOs should provide any requirements that may alter the move's solicitation, e.g., a statement of only foreign flag aircraft available or a statement that shipment is already packed and crated.

(3) Requests for advice regarding responsible destination GSOs/TOs or other required information.

b. After award of shipment to an OTO carrier, MTMC will provide the requesting GSO shipment award information consisting of the carrier name, SCAC, rate, tender number, origin agent and destination agent, by message, fax, or email. This notification from MTMC constitutes authority to issue a PPGBL for the shipment.

2002. Applications for Shipment or Storage of Personal Property. See Chapter 5 for instructions for the preparation of application for shipment or storage of personal property.

2003. Instructions for Shipment Containing Firearms, Alcoholic Beverages, or Hazardous Materials.

a. Shipment of privately owned firearms (Tab B).

b. Shipment of alcoholic beverages (Tab C).

c. Shipment of hazardous material. (Tab D).

2004. Shipment Tracing.

a. Purpose and Scope. This paragraph establishes procedures for tracing and reporting HHG and UB shipments. It includes shipments by all methods and modes of transportation that have been tendered by the GSO. This section applies to all shipments for which a PPGBL has been issued. Shipments moving in the DTS are subject to DOD 4500.9-R, Chapter 410.

b. Administration of Tracers. Personal property shipments shall be traced by the GSO to ascertain current location, status, and new estimated time of arrival when the needs of the member require such action; when the shipment has not arrived by the RDD and the carrier has not reported a delay to the destination GSO/TO; or when the carrier-reported ETA has elapsed.

(1) When tracing ITGBL shipments the following procedures apply:

(a) The destination GSO shall first exhaust all telephone/e-mail/FAX avenues through the carrier or the carrier's agent at destination to locate the property.

(b) If the property is not located, the destination GSO shall contact the home office of the carrier. Carrier's contact information can be found under the Carrier Approval Pamphlet of the Personal Property ant POV page of MTMC's Homepage (www.mtmc.army.mil). All tracers should include the following:

"Review of the service provided reveals the carrier is in violation of the Tender of Service (TOS), paragraph 16e, for failure to provide origin and destination notification of shipment delay."

All tracer messages shall be transmitted electronically and will include an information copy to the origin GSO. For Marine Corps personnel, provide an information copy to the Marine Security Guard Detachment Commander at the American Embassy.

(2) Tracer messages shall contain the following information elements and any other information pertinent to the shipment:

- (a) Member's name, social security number, rank and branch of service
- (b) Commodity shipped (UB or HHG).
- (c) Code of service of shipment.
- (d) Origin GSO, including GBLOC.
- (e) Destination GSO, including GBLOC.
- (f) Date of pickup.
- (g) RDD.
- (h) PPGBL, airway bill number, transportation control number, flight number, vessel, or voyage number, if known.
- (i) POC including name, and commercial telephone number, commercial fax, DSN, e-mail address, and return address.
- (j) Remarks, including all actions taken on tracing this shipment before this message. Actions will be listed in chronological order.

(3) Tracers shall ask the carrier to furnish, within 120 hours (for international shipments), the current status, location, and ETA.

(4) If shipment information is not available, the carrier is required to provide an interim reply within 120 hours, giving an estimated date for final reply.

(5) When a carrier advises in a reply that a shipment is in the DTS, the destination GSO shall initiate a tracer in accordance with MILSTAMP DOD 4500.32-R procedures.

(6) When there is no reply to the initial tracer message within 120 hours, or the reply is uninformative, the destination GSO/TO shall initiate a second tracer to the home office of the carrier in the same format as the original. It will state "second request, "and a copy to the MTMC overseas commands (MTMC PPO-Europe/MTMC PPO-Pacific) shall be added as an information addressee.

2005. Storage-in-Transit (SIT). The GSO may authorize SIT when necessary to meet the member's requirements, in accordance with subparagraphs a and b below.

a. SIT Period. SIT for DOD civilians and military members will be authorized by the individuals higher headquarters in accordance with the provisions of the JTR.

b. GSO will notify the destination TO and HQMTMC, ATTN: MTPP-HR (or MTPP-E for Intratheater Europe), on all OTO shipments placed in SIT at origin.

2006. Non-Temporary Storage (NTS). NTS is not authorized at overseas areas under the OTO program. If the GSO has a situation that may require consideration of NTS, GSO will contact the military service headquarters, with a full explanation of the situation and ask for instructions.

CHAPTER 2

TAB A

OTO REQUESTS

AMEMBASSY BANGKOK//GSO//

CDRMTMC ALEXANDRIA VA//MTPP-HR//

UNCLAS

SUBJ: REQUEST FOR OTO PERSONAL PROPERTY SHIPMENT

1. MEMBER'S NAME, RANK, SSN, BRANCH OF SERVICE
2. CODE OF SERVICE: (4, 5, 6, 7, 8, J, T)
3. ORIGIN
4. DESTINATION
5. PICK-UP DATE
6. RDD: (REQUIRED DELIVERY DATE)
7. ESTIMATED WEIGHT IN NET POUNDS
8. DATE OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES
9. ROUTING FOR CODE 5/T SHIPMENTS
10. LIST OF SUSPENDED CARRIERS.
11. REMARKS (INCLUDE INFORMATION, I.E., SHIPMENT PACKED AND CRATED, SHIPMENT LOCATED IN NTS, USE OF SPECIFIC AGENTS AT ORIGIN OR ANY OTHER UNUSUAL CIRCUMSTANCES.

CHAPTER 2

TAB B

SHIPMENT PROCEDURES FOR PRIVATELY OWNED FIREARMS (POF'S)

1. Purpose. This tab provides policies and procedures for movement of a member's POF's both interstate and import/export to and from the U.S.

2. Limitations and Prohibitions.

a. Members desiring to transport or ship a firearm or a destructive device as described in the National Firearms Act (Title 26 USC, Section 5801) in interstate or foreign commerce must receive written permission from the Director of the Bureau of Alcohol, Tobacco, and Firearms (ATF), Washington, DC 20026.

b. The transport of any type muffling device or silencer for a firearm is prohibited from shipment.

c. Any weapon or device from which an explosive charge may be expelled while concealed on the person is prohibited from shipment.

d. If a member is being assigned to an embassy or other remote area, the member may require prior approval for the shipment of firearms.

3. Authorization.

a. Exportation of Firearms from the U.S. Service Members should contact their gaining activity to ensure shipment of firearms is authorized, failure to do so may result shipment being confiscated by the host countries customs authority. All shipments are subject to the restrictions or limitations of each destination area that are published in the PPCIG and respective military service regulations.

b. Importation of Firearms to the U.S.

(1) Military members are required to check with their gaining activity for authorization to import to the U.S. all firearms previously taken out of the U.S. by the member and those firearms acquired while overseas for the member's personal use. However, firearms acquired overseas that have not been registered with the ATF are not permitted to be imported in the Customs Territory of the United States (CONUS). The member may

import war trophies and surplus military firearms if authorized by the member's DOD component. Importation will be to the member's place of residence and will comply with those state and local ordinances.

(2) DOD civilian employees are required to check with their gaining activities and post reports for authorization to import to the U.S. only those firearms that have been certified by U.S. Customs and have been taken overseas by the employees. Firearms acquired by the employee while overseas may not be imported directly to U.S. The employee will contact an authorized dealer in his or her state of residence in the U.S. to act in his or her behalf to obtain a permit for importation, after which the employee may obtain the firearm directly from the dealer.

4. Responsibilities of Members. Members will:

a. Obtain and provide copies, upon request, of documentation authorizations, individual licenses, or registration forms for the firearms to be shipped as a part of an authorized personal property shipment.

b. Ensure all applicable laws and regulations of the U.S. and its Territories, foreign countries, and municipalities are complied with regarding the possession, carrying, registration, and shipment of POFs. Military members are also subject to respective military service-prescribed limitations and regulations. (See DTR, Part IV, Customs and the General Instructions of the Personal Property Consignment Guide, Worldwide for additional information.)

c. Ensure all firearms are free of explosive charges when turned-over for shipment.

d. Under Federal law, the carrier or contractor shall be notified that firearms are being transported.

5. Application for Shipment of Firearms. All applications for the shipment of firearms into CONUS or for shipments that include firearms shall be accompanied by appropriate forms or certificates described by DTR, Part IV. A separate DD Form 1299 will be executed when the firearm is not to be packed and shipped with the HHG or UB. The make, model, caliber, and serial number of all firearms to be shipped shall be listed on the shipment inventory, whether shipped separately or as a part of HHG or UB. It is advisable for the member to obtain a Customs Form 4457 (Certificate of Registration) from the nearest U.S. Customs office before shipment from the U.S. as proof of

ownership in the United States. Upon reentry to U.S. Customs territory, the member will provide proof of ownership in the U.S. The statement "This shipment contains firearms" shall be placed in the Description of Articles block on the PPGBL. Counselor should refer to the PPCIG during counseling. The DD Form 1252-1 accompanies the shipment.

8. Shipment through the U.S. Postal Service.

a. The US Postal Service may be used as an alternate method of shipment of handguns and other firearms when offered as an official shipment between transportation offices (TO's).

b. Registered mail is required for these shipments.

Chapter I

c. Include with the weapons, an approved ATF Form 6, Part II, and ATF Form 6A, if required, under the provisions of DTR, Part IV, Customs, for those shipments entering the (CONUS). Additionally, a PS Form 2966-A, Parcel Post Customs Declaration, must be prepared and affixed to the parcel. The PS Form 2966-A should be redlined unless the shipment complies with U.S. Customs' certification procedures, i.e., and acceptable proof of prior ownership in the U.S., the three-firearm limitation exception or whether firearm is subject to duty.

d. Mailings from an APO or FPO cannot exceed 70 pounds in weight and 100 inches in length and girth combined. Mailings from the 48 contiguous states cannot exceed 15 pounds in weight and not more than 60 inches in length and girth combined.

e. Due to complications that may arise with this method of shipment, GSOs must limit use of this service to those situations where the member has departed the area and the shipment could not otherwise be handled through normal shipping methods. Problems which may occur are: lack of adequate storage capability at the destination GSOs, inability to effect tracer action until 60 days after shipment was made, and postal service liability rules.

9. Reporting Discrepancies. Carriers, GSOs, and members discovering theft, attempted theft, or non receipt of firearms shall report the incident immediately to their activity commander and by message to HQMTMC, ATTN: MTPP-HQ and MTPP-HO. This report shall contain the origin and destination of the shipment; the member's name, rank, and military service; a description and serial number of the firearm; law enforcement agencies notified; and all other information concerning the incident. DOD components shall establish procedures to ensure

appropriate information is submitted through provost marshal or security officer channels to the National Crime Information Center and to the DOD central registry upon discovery of loss, theft, or recovery of lost or stolen firearms.

CHAPTER 2

TAB C

SHIPMENT OF ALCOHOLIC BEVERAGES

1. Following is the DOD policy on shipment of liquor/ alcoholic beverages (including beer and wine) in personal property shipments.

a. Shipments moving from outside the CTUS into CTUS. Liquor/Alcoholic beverages cannot be shipped in the UB or HHG shipment. (See DTR, Part IV, Restricted and Prohibited Articles) Members should be advised to hand carry these items as accompanied baggage or dispose of them.

b. Shipments moving from CONUS to overseas, inter theater, or intratheater (other than within the same country). Shipment of liquor/alcoholic beverages will be in accordance with the destination country General Instructions page in the PPCIG, Volume II (Overseas). Contact the destination transportation office or GSO for specific guidance if PPCIG does not contain any shipping information.

c. Shipments originating and terminating within the same country. Alcoholic beverages may be shipped in the personal property shipment if there are no country restrictions and the carrier will accept them.

d. If there is no specific guidance in the PPCIG on shipment of alcoholic beverages to a particular destination country, these items will not be allowed in the personal property shipment due to possible violation of the customs laws of the destination country.

CHAPTER 2

TAB D

SHIPMENT OF HAZARDOUS MATERIALS

The following items will not be shipped with HHG, UB, or POVs.

1. Combustible Liquids:

Alcoholic beverages (any single container exceeding one
(1) gallon capacity)

Alcohol

Antifreeze compounds

Camphor oil

Fluid cleaners (containing combustible materials, e.g.,
spot clothing cleaners and office machine
cleaners)

2. Corrosive Liquids:

Acids--muriatic, nitric, photographic, sulfuric

Battery with acid

Disinfectants

Dyes

Flame retardant compounds

Iron/steel rust preventing/rust removing compounds

Paint and paint related materials

3. Explosives:

Ammunition

Black powder

Blasting caps

Dynamite, plastics or any similar explosives

Explosive auto alarms

Fireworks

Fuse lighters

Igniters

Primers

Propellants/Explosives

Signal flares

Smokeless powder

Souvenir explosive instruments of war

Toy propellants or smoke devices

4. Flammables:

Acetone
Adhesives (glues, cements, and plastics)
Ammonia
Charcoal briquettes
Cleaning fluids
Compound 3 weed killers
Denatured alcohol
Enamel
Gasoline
Insecticides
Kerosene
Lacquer
Leather dressing or bleach
Lighter fluids (pocket, charcoal, camp stove, lamp or torch)
Liquors (any single container exceeding one gallon capacity)
Matches
Oil stains for wood
Paint
Paint or varnish remover
Petroleum products
Polishes, liquid (metal, stove, furniture, and wood)
Shellac
Shoe polish (liquid)
Solvents, plastic
Stains
Turpentine
Varnish
Wood filler
Rags soaked in corrosive or flammable substances

5. Gases, Compressed:

Engine starting fluids, fire extinguishers, gases used in welding, propane tanks, scuba diving tanks (see note below).

6. Aerosol Can (containing a Flammable Gas, Flammable Liquid, Toxic, or Corrosive Substance).

7. Chlorinated Hydrocarbons in Decorative Lamps.

8. Other Regulated Material Termed Combustible, Corrosive, or Flammable.

NOTE: Only those scuba diving tanks containing not more than 25 pounds per square inch at 70 degrees Fahrenheit may be shipped as HHG or UB. Servicing for shipment will include:

1. Written certification of purging serviced by dive shop or licensed individual qualified to perform purging. A tag or label must be affixed to the tank certifying service was performed.

or

2. Completely empty tank, remove the valve, and replace valve with plug designed for this purpose.

CHAPTER 3

TRANSPORTATION OF POVS

THE PROVISIONS IN THIS CHAPTER DOES NOT APPLY TO THE MOVEMENT OF POV'S TO AND FROM POINTS IN AFRICA BEING MADE UNDER THE MOA AND SOP BETWEEN DoS AND MTMC BEGINNING 3 OCT 00.

3000. General. This chapter prescribes responsibilities, procedures and guidance for the shipment of POV's. These provisions apply to all DOD military and civilian members POV's entitled to move at US Government expense. Information on shipment restrictions can be found in the JTR, appropriate regulations of the military service and the PPCIG Volume II. The PPCIG Volume II is available on the internet at: <http://pweb.eta.mtmc.army.mil/ppcig/index.htm>.

3001. Responsibilities.

a. DOD Embassy Component/Detachment.

(1) Select the appropriate final destination vehicle processing center (VPC) as stated in paragraph 3003.c.

(2) Advise members to comply with POV movement procedures provided in the MTMC "Shipping Your POV" pamphlet. This pamphlet is available on the MTMC homepage at <http://www.mtmc.army.mil/property/POV/POVPAM.PDF>. The pamphlet is a living document and the GSO is advised to update its copy periodically.

(3) Prepare all necessary POV export documentation as stated in paragraph 3002.b., 3003, and 3004.

(4) Only one POV is authorized for shipment in accordance with the JFTR and JTR.

(5) POV entry requirements and restrictions as shown in the PPCIG.

(6) Documentation the member must provide when turning in the POV for shipment, as specified in paragraph 3002.a.

(7) Member responsible for making necessary arrangements for picking up POV at final destination VPC.

(8) Delivery of a POV by someone other than service member or spouse (spouse must be on orders) requires a letter of authorization or a power of attorney signed by the service member.

(9) Foreign purchased POV's must adhere to restrictions in the DTR and JTR. Vehicles purchased overseas for import into the U.S. or U.S. Territories must meet Department of Transportation motor vehicle safety standards and Environmental Protection Agency (EPA) emission standards. POV's not meeting these standards may be impounded at port of entry by the U.S. Customs Service. SEE TAB H for requirements and instruction necessary to shipment a foreign manufactured POV.

(10) Member must retain a copy of the original DD Form 788 used to ship their CONUS purchased foreign-manufactured POV. This will assist in verifying that the POV is exempt from JFTR Foreign-manufactured POV import restrictions.

(11) Pickup of a POV by anyone other than the member requires a current power of attorney signed by member.

(12) Failure to pickup POV at destination within 45 days of receiving a POV availability notification may result in commercial storage at members expense.

(13) Procedures for final VPC and alternate VPC selection (see paragraph 3002.c. and d.).

(14) As soon as available, member should provide destination VPC with an address for notification of POV arrival. Failure to comply could delay receipt of POV and may result in commercial storage at member's expense.

(15) POV damages incurred while in custody of US Government may be filed through the next duty station claims office or a local military field office. If POV is insured the member may also file claim through his/her auto insurance company.

b. GSO.

(1) Assist in the processing of POV shipments whenever a GSO/TO or other DOD transportation office is not available to US military personnel and DOD civilians assigned to the U.S. Defense Attaché/American Embassy.

(2) Offer POV's for booking to the appropriate Ocean Cargo Clearance Authority (OCCA); (see paragraph 3002.h.).

(3) Transmit POV traffic message (see paragraph 3002.i.).
c. MTMC. MTMC through its OCCA will assist American Embassies/U.S. Defense Attaches with the ocean transportation arrangements of POV's as indicated:

(1) Book POV's with ocean carrier as stated in paragraph 3002.h.

(2) Assign and/or validate RDD on request of the GSO.

(3) Divert cargo when requested by the sponsoring service or GSO.

(4) Trace and expedite cargo.

(5) Provide documentation to MTMCRM to support payment of ocean carrier.

3002. PROCEDURES

a. Member POV Turn-in Requirements. Members must comply with the following for shipment of their POV:

(1) Adherence to the prerequisites and responsibilities stated in paragraph 3001.a. (4).

(2) Member or agent must provide copies of orders demonstrating authorization for movement of POV, booking documentation and (if required) valid registration, military identification card or equivalent to the GSO/DOD component.

(3) The member or agent shall ensure that the POV is turned-in in a safe operating condition. Due to restrictions/requirements and possible impoundment by local authorities in some host countries, POV will not be accepted for shipment with the following defects:

(a) Broken Glass (windshields and windows).

(b) Faulty lights (headlights and rear lights).

(c) Faulty horn.

(d) Faulty steering.

(e) Faulty braking system.

(f) Flat or badly worn tires.

(g) Unserviceable front windshield wipers.

(4) Member should adhere to the DOD POV Import Control Program, as specified in paragraph 3003.b.

3003. UNAUTHORIZED ITEMS

a. Member must ensure that only authorized articles are in POV. Items authorized for shipment with POV is:

(1) Normal vehicular tools; spare tire, jack, tire irons, lug wrench, tire chains, fire extinguisher, tire inflators, first aid kits, jumper cables, warning triangle, trouble lights, and basic hand tools (screwdrivers, pliers, wrenches, and hammer).

(2) Three additional tires (either mounted or unmounted).

(3) Crib or child car seat

(4) Thermos bottles, bottle warmers, and car cushions. These items must be able to fit in a carton 26 by 10 by 14 inches. Box shall be provided by DOD Component.

(5) Catalytic converters with components.

(6) Luggage racks.

(7) Small quantities of properly sealed touch-up paint (.5 to 3 ounces).

(8) Purged propane tanks (written professional certification of purging required).

b. The following articles are not authorized to be shipped with POV:

(1) Flammable or hazardous material, including ammunition, flares, oils, waxes, polishes, paints, and full propane tanks.

(2) Not normal vehicular items; television sets, portable radios/cassette players, videocassette recorders (VCR), bicycles or any other high value items.

(3) At the time of delivery, the member must turn-in one complete set of keys with POV. Member must retain a duplicate complete set of keys and have them available when POV is picked up at destination.

(4) During winter months or when POV may be subject to freezing temperatures, member must winterize POV to avoid damage to the vehicle cooling system. POV should have a permanent type of antifreeze solution testing to minus 20 degrees Fahrenheit or lower (if PPCIG determines necessary).

(5) POV's destined north of the 60th parallel arctic/sub-arctic regions (Alaska, Iceland, Norway, Sweden, etc.) members must:

- a. Protect cooling system to minus 60 degrees Fahrenheit.
- b. Lubricate the POV for temperatures to minus 60 degrees Fahrenheit.
- c. Lubricate doors and locks with powdered graphite.
- d. Add a commercial gasoline/diesel antifreeze compound to POV fuel.
- e. Have a set of tire chains and jumper cables in the POV.
- f. Contact sponsor for appropriate advice on the installation of a 110-volt battery warmer, and or 110-volt coolant system heater, and or 110-volt engine oil heater.

(6) Prior to delivery, recreational vehicles should be decubed to its smallest configuration.

(7) Ensure POV alarm is disengaged (if applicable).

(8) Fuel tanks must be less than one-fourth full.

(9) Ensure that interior and exterior of POV's are turned in clean, free of soil and pests or other infested matter.

(10) If possible, decubed the POV to its smallest configuration.

b. DOD POV Import Control Program.

(1) EPA has changed its vehicle imports program to eliminate the need for DOD catalyst control program. Due to the

rapidly growing availability of unleaded gasoline worldwide and diminishing impact on air quality by U.S. version vehicles driven overseas, EPA no longer requires plumbtesmo testing, or requires DOD to follow up with service members to ensure catalyst systems area re-installed or replaced. The exception to this is those vehicle, which have been altered or modified. (For example, those that have had their original engines switched, or that have had alterations for improved performance). They must be entered through customs under bond and restored to the original certified configuration or imported by an independent commercial importer (ICI) would be responsible for converting and testing the vehicle to demonstrate compliance with EPA requirements.

(2) EPA considers vehicles with removed or damaged catalysts, oxygen sensors and/or fuel filler neck restrictors to not be altered or modified, and thus will not require them to be bonded by customs. However, when importing unaltered U.S. version POV's into the U.S. with or without removed or damaged catalyst systems, the member or their agent must sign the following attestation statement which will be attached to the private vehicle document, DD form 788 and DD form 788-1. "If the catalyst or oxygen sensor or fuel filler neck restrictor were removed or damaged, the importer attests that the catalyst and oxygen sensor and fuel filler neck restrictor as applicable, will be re-installed or replaced after importation. If leaded gasoline was a used, the importer attest that after importation:

(a) The fuel tank will be drained and refilled with unleaded gasoline.

(b) The catalyst and oxygen sensor, if they were left on the vehicle during use of the leaded gasoline, will be replaced if necessary. No such action is required for motorcycle/mopeds.

(3) The GSO will maintain the signed attestation statement with other applicable documentation in the member's file. Also, the GSO will place a copy of the signed attestation statement in the glove box of the POV.

c. Final Destination VPC Selection. The DOD Embassy Component/Detachment must select the final destination VPC closest to member's next duty station. VPCs authorized for exporting and importing POV's are listed in Tab A.

d. Approval for Shipment To Alternate VPC. Members requesting POV be delivered to a VPC not in the geographical area of their next duty station must request prior approval for use of

(3) Box all items susceptible to loss, damage, or pilferage, as specified in paragraph 3003.a. (5).

(4) Inspect the trunk and all interior compartments to ensure that no unauthorized items are in the POV.

(5) Fill out DD Form 1864 with applicable information and attach to keys with a durable cord (see Tab B).

(6) Adhere to 49 CFR 176.905 shipment specification concerning the amount of fuel allowed in a fuel tank for shipping a POV.

(7) POV must have a sign on the rear windshield stating "Warning-Transmission is engaged and emergency brakes set. Disengage both before movement of POV" the sign should be locally reproduced and be approximately 8 by 10.5 inches (see Tab C).

(8) Upon completing the DD Form 788, notify GSO for appropriate booking request.

(9) When necessary, motorcycles should be crated prior to movement.

(10) Obtain from GSO the RDD of POV and if possible provide it to the member.

(11) If POV is awaiting transportation and is held by DOD component, ensure POV is in a secure area and the keys are kept in a secure immovable container.

(12) Coordinate with GSO to ensure that all POV's exported to CONUS and its territories have all applicable customs documents prior to shipment.

(13) Adhere to the DOD POV Import Control Program, as specified in paragraph 3003.b.

(14) Coordinate with GSO and ensure that POV shipment documentation is forwarded to CONUS MTMC port of entry VPC within 3 days of port delivery/vessel sailing.

h. Booking POV's.

(1) GSO will request booking of POV's through the MTMC OCCA that has jurisdiction over the shipment origin port area (see Tab D for OCCA geographical areas of responsibility).

Bookings should be requested at least 3-4 weeks prior to date POV is available for lift. See Tab E for a sample POV booking request.

(2) Upon receipt of the message requesting POV shipment, OCCA will attempt to book the POV to the lowest cost American flag vessel that can meet the RDD. If no American flag vessel is available, OCCA will authorization utilize a vessel of foreign registry.

(3) After booking the POV to an authorized ocean carrier, OCCA will provide the shipping data/booking information to the GSO. See Tab F for a sample of shipping data message.

i. POV Traffic Message. Upon release of POV for ocean transportation, GSO will transmit a POV Traffic Message to the CONUS VPC and the OCCA which booked the POV. See Tab G for a sample message.

j. DOD Component POV Processing Import Requirements.

(1) If GSO schedules the use of inland transport to deliver POV from the port of entry to the Defense Attaché/Embassy, the DOD component personnel shall conduct a joint inspection with contractor prior to a change of custody as specified in paragraph 3003.e.

(2) Notify member that POV arrived and is available for pickup.

(3) Maintain POV in a secured area, if POV is held by DOD component pending member pickup.

(4) Reconnect battery (if disconnected).

(5) Ensure that anyone other than member picking up a POV provides a power of attorney signed by the member.

(6) Conduct a joint inspection with member before releasing the POV and ensure that damages claimed are substantiated and verified.

3004. DD Form 788 or MTMC approved commercial equivalent

a. Use of DD Form 788 or MTMC approved commercial equivalent.

(1) To provide the service member with a document that ensures the delivery of POV to the authorized destination.

(2) To annotate the condition service member turned-in POV.

(3) Serves as a change of responsibility/custody document.

(4) To detect whom is responsible for additional loss and damages incurred on POV during shipment.

(5) To determine validity of loss and damage claims.

(6) To identify compliance with the DOD Import Control Program.

b. Availability of DD Form 788. DD Form 788's can be ordered and obtained through your local forms and publications procurement office. If the form is not available, GSO/DOD component may use an applicable commercial carrier's form (if available) or make copies of sample DD Form 788s provided in Tab H.

c. Preparation of the DD Form 788 or MTMC approved commercial equivalent.

(1) Must be filled out by typewriter or ballpoint pen.

(2) GSO processing POV for service member are responsible for:

(a) Writing in the DD Form 788 Transportation Control Movement Documents data in accordance with DOD 4500.32-R (Appendix D).

(b) Body type block (described as 2DR and 4DR).

(c) Vehicle identification number block.

(d) Odometer reading block.

(e) Vessel (Voyage Number) block.

(f) Authorization, charges paid, etc block. This block will be filled out with the amount money collected from member due to excess POV transportation cost that were merited to alternate VPC selection or excess of measurement tons, or the total transportation cost due to space available POV

shipment. If member is not responsible for any charges, his gaining activity must be annotated in this block. Block 14 may be used for additional space (if required). VPC selection or excess of measurement tons, or the total transportation cost due to space available

(g) Date loaded block. Scheduled loading date.

(h) Stowage location block (if available).

(i) Billing Address For Notification Purposes block. Enter the best possible address where the member can be located and notified of POV status.

(3) Inspection section blocks 2-7. These columns will be used by recipient when a change of custody/responsibility of POV occurs. All other blocks will be used in the order that change of custody occurs. The discrepancies and damages will be annotated using the provided condition codes. Additional information can be added in block 14 (miscellaneous information).

(4) An authorized GSO or DOD component inspector shall perform the initial POV joint inspection with member or his agent. During this inspection:

(a) Block 2 inspection code "X" will be used to record the condition service member turned-in the POV. Code "X" shall be used to annotate existing exterior damages or deficiencies on the vehicle illustration in Item 8 of DD Form 788 (recommend annotations be marked in red).

(b) Existing interior POV damages or deficiencies will be annotated in interior condition block (item 9).

(c) Accessory and items authorized for shipment with POV shall be jointly inventoried and inspected. The items shall then be annotated in the accessories block (Item 10). Miscellaneous information block (Item 14) may be used for additional space.

(5) Upon completion of joint inspection and inventory, the inspector must date and sign name in blocks provided in Item 2. The inspector's full name must be printed out legibly below his signature.

(6) Service member or agent shall acknowledge that the annotated information on the DD form 788 is a true and correct representation of the condition of POV at time of turn-in and

that the conditions governing shipment have been accepted. This shall be done by filling out the following blocks in item 1:

- (a) Date.
- (b) Owner or agent signature
- (c) Print name of agent (if applicable)
- (d) Address of agent (if applicable).

(7) DOD POV Import Control Program blocks (item 12). Prior to joint inspection and change of custody, service member shall indicate the correct declarations regarding DOD POV Import Control Program participation or non-participation.

(a) Member shall check the appropriate block (A, B, C, or D).

(b) If member checks block D the appropriate option shall be selected in the import or export section of item 12.

(c) Import section.

- Block 4 will be checked when catalyst or oxygen sensor is not accompanying the POV and all other blocks must be left blank.

- One block shall be checked for POV's equipped with only a catalytic converter.

- Two blocks shall be checked for POV's equipped with a catalytic converter and oxygen sensor.

(d) Export section.

- Block 4 will be checked when the member desires not to participate in the program and all other blocks must be left blank.

- One block shall be checked for POV's equipped with only a catalytic converter.

- Two blocks shall be checked for POV's equipped with a catalytic converter and oxygen sensor.

(e) Members that checked block A, import block 4, and export block 4 must be informed by GSO or DOD component that

alternate VPC. The member's applicable service will approve or disapprove the use of an alternate VPC.

(1) Member must request approval for the use of an alternate VPC through the DOD Embassy component to the applicable service.

(2) The applicable service can obtain the route cost differential for the alternate VPC, from Headquarters, Military Traffic Management Command, Deputy Chief of Passenger and Personal Property, Attn: POV and Storage Branch, 200 Stovall St., Alexandria, VA 22332-5000. Telephone 703-428-3277/78.

(3) If approved, the applicable service will provide the service member with a letter of approval. A copy of this letter must be presented by the service member to the GSO for appropriate booking. Failure to have letter will result in refusal of request and will only be processed through the appropriate VPC.

e. Joint Change of Custody Inspection. The inspection shall be conducted whenever the POV changes custody. The POV must be inspected for exterior and interior damage, and authorized items in POV inventoried (to include boxed items). The recipient will annotate any discrepancies and damage on the DD Form 788 as specified in paragraph 3003.c. (3).

f. RDD Establishment.

(1) POV RDDs will be established on a case by case basis through the OCCA serving your area. The GSO will provide the OCCA with a desired RDD and the OCCA will attempt to obtain a booking to accommodate the request. If the OCCA can't accommodate request they will provide GSO with the earliest possible booking available and the projected POV RDD.

(2) The GSO/DOD Embassy component shall then advise member of the established RDD, and the date will be entered in the RDD block on the second line center of the DD Form 788.

g. DOD Component POV Processing Export Requirements.

(1) Ensure members comply with all POV turn-in requirements, as specified in paragraph 3002.a.

(2) Conduct required joint inspections as specified in paragraph 3003.e.

upon re-entry to U.S., they will have to post a bond with U.S. Customs to release POV.

(8) Inland transportation (POE optional block 3). When overland transportation is used to move the POV to the ocean terminal, an authorized GSO/DOD component representative must conduct a joint inspection of POV prior to change of custody. The overland contractor will confirm receipt of POV by using the POE optional block 3. The contractor is required to date and print name with signature in applicable blocks. Inland contractor must use Code "T" to identify any additional discrepancies that might have occurred to POV prior to his/her acceptance.

(9) Loading Terminal. GSO shall coordinate and ensure that a terminal inspector or representative acknowledges receipt of POV by following the joint inspection guidelines. He/she must provide in the applicable blocks the date of inspection, name and signature, and use the provided corresponding code (as stated in 3003.d. (2)).

(10) Receipt/Pickup by member at MTMC VPC. Authorized MTMC contractor personnel will process POV per the Global POV Contract DAMT01-98-d-2005.

(11) Delivery/Receipt of POV to Embassy/Host Country.

(a) Item 13, Delivery Receipt/Exceptions Block - Service member or agent shall annotate any additional discrepancies or damages incurred on POV while in custody of the U.S. Government contractors.

(b) Item 13 Verification Block - DOD component personnel shall verify and annotate that discrepancies and damages are or aren't valid.

(c) Item 15 - Signature of service member or agent and date.

(d) Item 15 - Signature of verifying U.S. Government representative. Initials are not to be used.

(e) Item 15 - Name of Port Block - Name of Defense Attaché/Embassy.

d. Distribution of DD Form 788.

(1) Export, GSO/DOD component will distribute as follows:

(a) The original and one copy, with a copy of the service member's orders shall be placed in the glove compartment of the POV. For motorcycles place documents in waterproof pouch and affix to outside of crate (if crated) or on a non-damaging area of the motorcycle.

(b) One copy provided to service member or representative.

(c) One copy with copy of orders for DOD component files.

(d) Two copies mailed to final destination MTMC VPC (to arrive before POV).

(e) One copy forwarded to US Customs (when applicable).

(f) One copy forwarded to the scheduled ocean carrier commercial terminal documentation section where POV will be shipped from (if required).

(g) One copy should be retained by every change of custody recipient.

(2) Final destination VPC will distribute in accordance with the DTR DOD 4500.9-R.

(3) Import, GSO/DOD component will distribute as follows:

(a) One copy of DD Form 788 and one copy of member's orders shall be retained for GSO/DOD component records.

(b) One copy shall be provided to the member upon completion of final joint inspection/change custody.

3005. Customs Inspection Procedures. Customs inspection procedures shall be accomplished as outlined in Customs Inspection Procedures (DOD 4500.49-R). Below are excerpts from DOD 4500.49-R.

a. MILITARY CUSTOM INSPECTION (MCI) PROCEDURES

(1) All POV shipments to the U.S. moving under the provisions DOD 4500.49-R will be examined prior to shipment. The examination should be performed in the presence of the owner (member) or agent, at a time such that the owner or agent will not have further access to the property prior to its shipment to the U.S. All examination performed in accordance with DOD 4500.49-R shall be carried out by one or more Military Customs Inspectors (if available).

(2) The owner's orders or modification of orders if necessary or other evidence of extended duty shall be carefully reviewed to determine if they are competent in accordance with DOD 4500.49-R. A copy of the orders shall be attached to the DD Form 1252 accompanying each shipment.

(3) For each shipment for which duty free entry is claimed, the owner shall execute Section A of DD Form 1252 (See Page 5-C-1), in an original and six copies. A separate set of the forms shall be prepared for shipments of HHG, unaccompanied baggage, and POV's. Prior to examination, the shipper must sign the DD Form 1252 {USCS}.

(4) In cases where the member has returned to the U.S. without shipping his or her POV, or in other circumstances where the member is unable to personally execute the form (e.g., emergency medical reassignment while on CONUS leave, deserter, or deceased), the DD Form 1252 may be executed by the member's power of attorney holder, transportation officer acting as the member's agent, Summary Courts Officer, or any other designated responsible official in conjunction with a statement that verifies the personal property belongs to the member and is being imported for his or her personal use. When the DD Form 1252 is signed by someone other than the member, the word "For" followed by printed or typed name of the member is required in the signature block. {USCS}.

(a) If there is a valid reason evident from the member's travel orders or other information at hand why a DD Form 1252 cannot be presented, the following statement shall be added across the face or the back of the form: "This form is completed on behalf of (name of member). Travel orders and information on hand in this office show that the named person has met all requirements of Section 148.74, Customs Regulations, and is entitled to the benefits of Item 9805.00.50, Harmonized Tariff Schedule of the U.S. The shipment imported consists of nothing

but personal and household effects of the named person, which effects are not imported for sale or as accommodation for others."

(b) In addition to the above statement, the Remarks Block Section B, shall be annotated with the reason the member was not present to sign the declaration.

(c) A Military Customs Inspector or responsible designated official shall ensure that the applicable item (a thru f) in Section A has been checked (DD Form 1252).

(d) Any additional evidence available to support the signatory as being a "designated responsible official" should be attached to the DD Form 1252. Other evidence can include, but is not limited to, a power of attorney, orders appointing a Summary Courts Officer, or unit orders designating an individual to inventory and turn-in the property of a deserter.

(5) Prohibited Articles. The military custom inspector will instruct owners to remove prohibited agricultural items from shipments {USDA}. The military custom inspector shall redline those shipments that have prohibited items which the owner fails to remove from the shipment and annotate the customs form appropriately. Additionally, if such articles are classified as hazardous by DTR 4500.9-R, the military customs inspector shall notify the transportation officer of such. For articles prohibited by military regulation (e.g., drugs), the military customs inspector will notify local military law enforcement prior to taking further action.

(6) Restricted Articles. When a restricted article is known or suspected of not being in compliance with applicable border clearance laws or regulations, or if an article known or suspected to be not entitled to duty free entry is found in the POV, and if the item is not removed or declared by the owner, or if the military customs inspector suspects that a prohibited item(s) may be included in the POV, the military customs inspector shall, along with the execution of his or her inspection certificate, redline the face of the DD Form 1252. This redline alerts U.S. border clearance authorities that the POV requires special attention upon arrival in the U.S. The reason for the redline shall be fully described under the "REMARKS" in Section B of DD Form 1252. The military customs inspector shall advise the member that the DD Form 1252 has been redlined and the reason therefore.

(7) Immediately upon completion of the inspection or examination, the DD Form 1252, and any other accompanying customs documentation, shall be properly executed, authenticated by an official military customs inspector stamp and signature must be legible on all copies of the DD Form 1252 and accompanying documents.

(8) DD Form 1252 Distribution. Upon completion of the above actions, the military customs inspector shall ensure that the owner is provided a copy of the DD Form 1252. The original and all other copies shall be turned over to the responsible origin transportation officer to be distributed as follows: Copy 1 is attached to the shipping documents; Copy 2 is placed in an envelope affixed to the transocean cargo container; Copy 3 and Copy 4 accompany the POV in the glove compartment; Copy 5 is for the GSO; Copy 6 is for the owner; and Copy 7 is retained by the military customs inspector.

b. Waivers.

(1) In the event that a customs inspection of a POV shipments is either impractical or uneconomical, such as when shipments originate from a remote location not having a qualified military customs inspector assigned, a waiver of the requirements to perform a customs inspection as prescribed in this section may be requested.

(a) Requests shall be forwarded through appropriate channels to HQDA, ATTN: DALO-TSP-C, Washington, DC 20310.

(b) All requests for waiver shall include unit designation and location; number of DOD members assigned to the immediate area; type and frequency of shipments; general information regarding U.S. destination of shipment; effective period of waiver; and other justification, as appropriate.

(2) When an improvement of the conditions requiring the waiver is unlikely, remote or isolated locations (e.g., Marine detachments at the American Consulate in Greenland) should request a waiver for not less than 1 year but not more than 5 years. Significant changes to original waiver request should be reported annually.

(3) Uninspected Shipments. The GSO shall insure that a DD Form 1252 and other customs entry documents, as necessary, accompany all POV shipments destined for the U.S. entry is required for all articles imported into the U.S. even if the

Harmonized Tariff Schedule of the U.S. indicates the articles are duty free. Waiver or lack of accreditation does not eliminate this country requirement. GSO's must ensure that customs documents are made available for members to fill out. For shipments originating in areas or activities where a waiver has been granted, or where accreditation cannot be obtained or has withdrawn, the "REMARKS", Section B, DD Form 1252 shall be annotated with the statement "Shipment not inspected. Originated from area granted waiver under the provisions of DOD 5030.49-R." or "shipment not inspected. Originated from a non-accredited location." Although the signature of the GSO is not required in such cases, the DD Form 1252 shall be redlined to bring the shipment to the attention of USCS inspectors.

(4) Redline Procedures. A redline drawn diagonally across the face of all copies of the DD Form 1252.

Information regarding the status of POV shipments can be obtained on the worldwide-web at:

<http://www.whereismypov.com>

CONUS Vehicle Processing Center Information

CONUS VPC OPERATING HOURS 0800-1700 Mon-Fri, except Federal Holidays

Atlanta, GA VPC 2579 Campbell Blvd. Ellenwood, GA 30294	Tel# 404 363 4449/3753 Fax# 404 363 1858 800# 800 965 9155
Baltimore, MD VPC 2501 Broening Highway Baltimore, MD 21224	Tel# 410 631 5751 Fax# 410 631 5756 800# 800 631 5751
Charleston, SC VPC 1599 Oceanic Street Charleston, SC 29405	Tel# 843 805 6667 Fax# 843 805 6671 800# 800 747 9223
Dallas, TX VPC 617 East Main Street Lewisville, TX 75067	Tel# 972 436 8864 Fax# 972 436 9043 800# 800 438 2046
Los Angeles, CA VPC 23803 S. Wilmington Ave. Carson, CA 90745	Tel# 310 549 8277 Fax# 310 549 7438 800# 800 887 3344
Metro NY/NJ VPC 301 Supor Blvd Harrison, NJ 07029	Tel# 973 485 8164 Fax# 973 485 6925 800# 877 269 3702 (“877” is toll-free)
New Orleans, LA VPC 5481 Crowder Blvd New Orleans, LA 70127	Tel# 504 246 2102/0770 Fax# 504 246 2111 800# 800 721 9632
<i>Norfolk, VA VPC</i> 3015 Airline Blvd. Portsmouth, VA 23701	Tel# 757 465 4127 Fax# 757 465 3970 800# 800 810 7480
Oakland, CA VPC 1301 Canal Street Richmond, CA 94804	Tel# 510 231 6831 Fax# 510 237 4046 800# 800 704 2444
Orlando, FL VPC 2255 North Orange Blossom Trail Orlando, FL 32804	Tel# 407 854 8277/8773 Fax# 407 854 8774 800# 800 758 5998

Seattle, WA VPC 2302 Ross Way Tacoma, WA 98421	Tel# 253 272 1712 (TACOMA) 253 735 6405 (SEATTLE) Fax# 253 272 2375 800# 800 597 1833
St. Louis, MO VPC 4236 Crescent Drive Pontoon Beach, IL 62040	Tel# 618 931 2888 Fax# 618 931 2892 800# 800 275 3706

WARNING
THE TRANSMISSION OF
THIS VEHICLE IS ENGAGED
AND EMERGENCY BRAKES
SET. DISENGAGE BOTH
BEFORE MOVEMENT OF
VEHICLE.

MT Label 373-R, Jun 89 TRANSMISSION/BRAKE WARNING

.CHAPTER 3
TAB C

OCCA/OCBO GEOGRAPHICAL AREAS OF RESPONSIBILITY

(1) Organization: Military Traffic Management Command, 599th Transportation Group [TML], OCCA Pacific

Geographical Area of Responsibility:

Area extending from the East Coast of Pakistan and island countries within the Indian Ocean eastward including countries bordering the Bay of Bengal, South and East China Seas, Yellow Sea, Sea of Japan, the Western and Mid Pacific to include Hawaii. From the Asian mainland southward to Antarctica.

Note: This office does not book POV's from areas that have a POV Processing Center/Military Ocean Terminal, i.e., Japan (including Okinawa).

Address: Military: Chief
Ocean Cargo Clearance Authority, Pacific
PSC 471
FPO AP 96347-2900

Commercial: MTMC 599th T.G. OCCA Pacific
Bldg. 200
Mizuho Sanbashi (North Pier)
Kanagawa-Ku, Yokohama-Shi
221

Telephone: DSN: 315-269-6417/6639
COML: 81-45-453-5786/0617

FAX: DSN: 315-269-6619
COML: 81-45-453-7095

E-Mails: carpentera@836th.yokohama.army.mil
sherwoodp@836th.yokohama.army.mil
matsunagak@836th.yokohama.army.mil

Message for Cargo Offering: CDR599THTRANSOPTML OCCA YOKOHAMA JA//MTPC-OP-CA//

(2) Organization: MTMC Terminal Okinawa

Geographical Area of Responsibility:

Okinawa.

Address: Military: MTMC Terminal Okinawa
ATTN: Cargo Offering
APO AP 96376-0508

Commercial: MTMC Terminal Okinawa
ATTN: Cargo Offering
Kakinohana-Cho
Naha Gunjo-Nai

Okinawa, Japan T-900

Telephone: DSN: 315-634-7785
COML: 011-81-0988-57-3844

FAX: DSN: 315-634-7683
COML: 81-98-858-4341

E-Mail: higara@mtpc.army.mil or sonorakm@mtpc.army.mil

Message for Cargo Offering: CDRMTMCTML OKINAWA JA//MTPAC-OK//

(3) Organization: MTMC Terminal Pusan

Geographical Area of Responsibility:

Korea.

Address: Military: MTMC Terminal, Pusan
ATTN: Cargo Operations
Unit No. 15179
APO AP 96259-0268

Commercial: MTMC Terminal, Pusan
ATTN: Cargo Operations
Pier No. 8, Kamman-Dong, Nam-Ku
Pusan, Korea 008-070

Telephone: DSN: 315-763-7113/3927/3730
COML: 82-51-643-3730/3920

FAX: DSN: 315-763-7104
COML: 82-51-643-5438

E-Mail: sonh@mtpc.army.mil

Message for Cargo Offering: CDRMTMCTML PUSAN KOR//MTPAC-PU//

(4) Organization: MTMC Ocean Cargo Booking Office, Guam

Geographical Area of Responsibility:

Guam.

Address: Military: Chief
MTMC Ocean Cargo Booking Office
C/O U.S. Naval Supply Depot
PSC 455, Box 190
FPO AP 96540-1500

Commercial: None

Telephone: DSN: 315-339-81-671-339-7254
COML: 671-339-81-671-339-7254

FAX: DSN: 315-339-7221

COML: 671-339-7221

E-Mail: lnjanp@mtpc.army.mil

Message for Cargo Offering: CDRMTMCPAC OCBO GQ//MTPAC-BOG//

(5) Organization: MTMC Ocean Cargo Booking Office, Hawaii

Geographical Area of Responsibility:

Hawaii, Johnston Island, Samoa, Kwajalein, Marshall Islands

Address: Military: Chief
MTMC Ocean Cargo Booking Office, Hawaii
C/O U.S. Naval Supply Center
Box 300
Pearl Harbor, HI 96860-5300

Commercial: Same as military

Telephone: DSN: 315-473-2230
COML: 808-473-2230

FAX: DSN: 315-473-2680
COML: 808-473-2680

E-Mail: neharan@mtpc.army.mil

Message for Cargo Offering: CHMTMCPAC OCBO PEARL HARBOR HI//MTPAC-BOH//

(6) Organization: MTMC Ocean Cargo Clearance Authority North Rotterdam, The Netherlands

Geographical Area of Responsibility:

Continental Europe including France, Benelux, Germany, United Kingdom, Ireland, Africa, Azores, Scandinavia, Baltic, Mediterranean, Middle East Area and South West Asia

Address: Military: 598th TRANS GP (TML)
ATTN: OCCA Europe
Unit 6713, Box 168
APO AE 09709

Address: Commercial: 598th TRANS GP (TML)
ATTN: OCCA Europe
LYLANTSEPLEIN 1
2908LH CAPELLE A/D IJSSEL, THE NETHERLANDS

Telephone: DSN: 314-362-2523
COML: 31-10-459-2523

FAX: DSN: 314-362-2380
COML: 31-10-459-2380

E-Mail: hannal@mtmc598th.army.mil
occaeur@mtmc598th.army.mil

Msg for Cargo Offr: CDR598THTRANSGPTML ROTTERDAM NL

(7) Organization: Military Traffic Management Command, Puerto Rico

Geographical Area of Responsibility:

South America, Central America, Puerto Rico and the Caribbean.

Address: Military: Military Traffic Management Command-Puerto Rico
Bldg 320
Mail and Distribution
Ft Buchanan, Puerto Rico 00934

Commercial: Same as military address.

Telephone: DSN: None
COML: 787-749-4328/4359/4329

FAX: DSN: None
COML: 787-749-4350/4491

E-Mail: santagoy@mtmc.army.mil or quinonesa@mtmc.army.mil

Message for Cargo Offering: CDRMTMC TML PUERTO RICO SAN JUAN RQ//MTEA-PR//

CHAPTER 3

TAB E

POV BOOKING REQUEST

AMEMBASSY PARIS//GSO//

CHMTMCEUR OCCA NORTH BREMERHAVEN GERMANY//MTEUR-OPS-TMN//

UNCLAS

SUBJ: POV Booking Request

1. Cargo: - POV year/make/model
- Size (L/W/H in inches)
- Weight
2. Owner: Name/Rank/SSN
3. Members next duty station and address for notification of transportation status of POV.
4. Estimated date POV is available for loading at WPOE.
5. The final destination VPC and RDD.

CHAPTER 3

TAB F

SHIPPING DATA MESSAGE

CHMTMCEUR OCCA NORTH BREMERHAVEN GERMANY//MTEUR-OPS-TMN//

AMEMBASSY PARIS//GSO//

UNCLAS

SUBJ: POV SHIPPING DATA

1. Designated vessel and voyage number.
2. Steamship Line.
3. Local agent contact at WPOE.
4. Day POV is required at WPOE for loading on vessel.
5. Vessels estimated arrival date at WPOE.
6. Terms of shipment.
7. Type of carriage.

CHAPTER 3

TAB G

POV TRAFFIC MESSAGE

AMEMBASSY PARIS//GSO//

CONUS MTMC PORT OF ENTRY

CHMTMEUR OCCA NORTH BREMERHAVEN GERMANY//MTEUR-OPS-TMN//

UNCLAS

SUBJ: POV TRAFFIC MESSAGE

1. Owner: Name/Rank/SSN
2. Members next duty station
3. Cargo: - POV year/make/model
 - Size
 - Weight
4. Designated vessel and voyage number.
5. Steamship Line.
6. Transshipment port (if available or used)
7. RDD
8. Estimated arrival date at POD.
9. Final destination VPC (if different from port of entry).
10. Terms of shipment.
11. Type of carriage (container or break/bulk)

CHAPTER 3

TAB H

PROCESSING PROCEDURES FOR A FOREIGN MANUFACTURED POV (FPOV) WHICH DO NOT CONFORM TO U. S. DEPARTMENT OF TRANSPORTATION OR U. S. ENVIRONMENTAL PROTECTION AGENCY STANDARDS

A FPOV is defined by the JFTR/JTR as "any vehicle manufactured or assembled in a foreign country and purchased from a dealer for delivery outside the United States, Alaska, Hawaii, Puerto Rico, or a U.S. territory or possession. Also included are "vehicles assembled in a foreign country of parts manufactured in the United States sold by local dealers in a foreign country." b The restriction prohibiting FPOVs has been rescinded. However, FPOVs which do not conform (non-conforming) to U. S. Department of Transportation or Environmental Protection Agency standards must be transported in the Defense Transportation System. Shipments of non-conforming POV's cannot be made to vehicle processing centers operated by the Global POV Contract contractor. Movements must be made as follows:

a. Movements to CONUS for conversion to U. S. standards:

(1) Movement in the DTS will only be allowed when the member furnishes a copy of a contract with an Independent Commercial Imported (ICI) and/or Registered importer to perform the work. Member must be advised that they are responsible for all actions of the ICI/RI and that all costs incurred for the movement of a non-conforming POV, which exceed the cost to movement a conforming POV will be responsibility of the member.

(2) Containerized shipment will be made direct to the importer directed by the ICI/RI in the contract.

(3) WARNING: U. S. Customs does not allow the co-loading non-conforming POV's in the same container as a conforming POV's, nor, the co-loading non-conforming POV's consigned to a separate ICI/RI in the same container. Also, separate Ocean Bills of Lading are required to describe shipments of non-conforming and conforming POV's and movements consigned to a separate ICI/RI.

b. Movement of FPOVs from OCONUS to OCONUS

(1) Whenever possible movements should be made direct from the OCONUS origin to the OCONUS destination without movement through CONUS.

(2) Movements from OCONUS to OCONUS which require landbridge movement through CONUS will be made using the ocean carriers IT for the U. S. Customs bonded movement through CONUS.

(3) Movements from OCONUS to OCONUS points which require movement to a intermediate ocean carrier CFS (e.g. Azores, Cuba, Iceland) will be consigned direct to the intermediate carrier. These movements must be coordinated with the applicable Ocean Cargo Booking Offices.

b. Movement of Non-conforming POV's to Alaska, Hawaii, and U. S. territory or possessions is not allowed. (see 4. Below)

c. U. S. Customs regulations only permit conversion of POV's to U. S. standards to be accomplished in CONUS and only by ICI/RI authorized by the U. S. Department of Transportation and Environmental Protection Agency.

d. Information for importing and converting vehicles to U.S. specifications may be obtained from the following web sites:

WWW.CUSTOMS.USTREAS.GOV/TRAVLE/AUTO.HTM
WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT/

**d above is entitlement information which should be provided by the members applicable service.

CHAPTER 4

TOTAL QUALITY ASSURANCE PROGRAM FOR INTERNATIONAL ONE-TIME-ONLY SHIPMENTS

4000. Purpose and Scope. This chapter provides a quality control program for one-time-only HHG and UB shipments. The provisions of this chapter apply to all DOD-sponsored shipments.

4001. Responsibilities.

a. Origin GSO will provide member with Quality Assurance letter (TAB A) and questionnaire (TAB B) along with a copy of the PPGBL.

b. Member will complete the questionnaire and forward it to HQMTMC ATTN: MTPP-H or MTPP-E, as applicable.

c. HQMTMC will maintain performance files and review questionnaires from members. The GSO should report any carrier infractions to MTMC, and may request MTMC to remove a carrier from participating in/out of their area of responsibility.

CHAPTER 4

TAB A

QUALITY ASSURANCE LETTER

Office of the
Origin Transportation Office or GSO

Service Member's Name
Service Member's Delivery Address
or to Service Member's Embassy
or Destination Point on GBL

Dear Member:

We sincerely hope you had a most successful move. Because of the nature of your particular move you may not have a quality assurance inspector present. Therefore, we request that you help us either to confirm that the carrier is worthy of moving your fellow service member's personal property, or to identify problems for future correction.

Please complete the attached questionnaire and return it in the enclosed envelope. The carrier will be graded based on your input. It is important that we receive feedback -- good or bad.

Thank you for participating in our (YOUR) quality assurance program, it will count in your next move.

Sincerely,

GSO/TO

Enclosure

CHAPTER 4

TAB B

OTO QUESTIONNAIRE

GSO/TO MUST COMPLETE 1 -- 5

1. MEMBER NAME (Last, First, Middle initial)
2. GBL NUMBER
3. ORIGIN GBLOC
4. DESTINATION GBLOC OR DESTINATION POINT (BE SPECIFIC)
5. CARRIER'S SCAC

MEMBERS USE ONLY 6 -- 12

6. WAS YOUR SHIPMENT PICKED UP ON THE SCHEDULED DATE?

Yes _____

No _____

7. WAS YOUR SHIPMENT DELIVERED ON THE SCHEDULED DATE?

Yes _____

No _____

8. IF YOUR SHIPMENT SUSTAINED ANY LOSS AND/OR DAMAGE, WHAT IS YOUR ESTIMATE OF THE DOLLAR AMOUNT INVOLVED:

(This figure will in no way affect any claim you may file.)

9. ARE YOU GOING TO FILE A CLAIM?

Yes _____

No _____

Not Sure _____

10. DID CARRIER UNPACK?

Yes _____

No _____

11. WOULD YOU WANT THIS CARRIER TO HANDLE YOUR NEXT MOVE?

Yes _____

No _____

12. OTHER COMMENTS YOU WOULD LIKE TO MAKE:

CHAPTER 5

PREPARATION OF DOCUMENTS FOR DOD PERSONAL PROPERTY SHIPMENTS

5000. Purpose and Scope. This chapter establishes procedures and provides guidance for the accountability, use, issuance, preparation and distribution of the PPGBL and DD Form 1299. The PPGBL is used for the acquisition of authorized transportation and related services from commercial carriers for the movement of DOD sponsored personal property shipments and POV's eligible for movement on a PPGBL. The DD Form 1299 includes specific information for the GSO to prepare the PPGBL and routing for each shipment.

5001. Responsibilities

a. Headquarters, MTMC, is responsible for prescribing administrative procedures regarding the use of bills of lading for the procurement of commercial transportation services on behalf of DOD.

b. The Administrator, GSA, is responsible for prescribing procedures governing the use of GBLs throughout the Government. GSA has published the regulations and procedures governing the procurement of and the billing and payment for transportation services for the account of the U.S. in 41 CFR 101-41.3, Freight Transportation Services Furnished for the Account of the U.S.

c. GSOs will use these instructions for preparing the PPGBL.

(1) Shipments moving under the Special Solicitation, GSOs will award shipments using the carrier information located in Chapter 10 of the International Rate Solicitation. GSOs will ensure that shipments moving under the special solicitation will be awarded to the carrier's agent within the specified rate cycle.

(2) Shipments moving under OTO procedures, the GSO award shipments using the carrier information provided by MTMC. OTO shipments must be picked up within 30 days from the original requested pick up date. If a pick up date changes to more than 30 days from the original requested pick up date for OTO shipments the OTO tender is no longer valid and a new OTO request must be submitted by the GSO.

5002.Procedures.

a. Supply. Requisition for PPGBLs will be submitted through normal DOD component publications supply and distribution channels to United States Army Publication and Printing Command. GSOs are responsible for maintaining an adequate supply of PPGBLs at their activity.

b. Accountability.

(1) PPGBLs are accountable documents. Each shipping activity will maintain records of bill of lading issued and the supply on hand. Internal procedures must be established to control stock and assign accountability for PPGBL issuance and use. GSO will be appointed in writing as the responsible PPGBL issuing officer by the Department of State and held accountable for PPGBL control, safekeeping and disposition. To facilitate control, PPGBL sets are serially numbered when printed. The numbers are provided by HQMTMC/MTPP-SA. Packages of PPGBLs should be opened immediately upon receipt and inventoried by the PPGBL issuing officer (or a designated representative) to verify that none are missing.

(2) Computer-Prepared PPGBLs. GSOs having facilities for computer preparation of PPGBLs may order them in continuous tractor feed, fanfold format through appropriate Government distribution centers. Authorization must be obtained from HQMTMC/MTPP-SA to imprint PPGBL numbers at the time of issuance.

(3) Transfer of Forms. Blank serially numbered original PPGBLs or preassembled sets which have been issued to transportation officers or their designated agents may not be transferred only to other transportation officers or their agents.

(4) Disposition of Unfit or Cancelled PPGBLs. When PPGBLs have become mutilated or otherwise unfit for use or have been issued and the planned shipment is subsequently cancelled for any reason, all parts except the original will be destroyed. The original PPGBL shall be marked "Cancelled" or "Void" and shall be filed in the property shipped PPGBL file. When circumstances prevent filing of the cancelled or voided original document, the property shipped copy or a

substitute memorandum copy with appropriate notation of disposition of the original PPGBL shall be filed in the property shipped file.

(5) Reporting of Lost, Stolen, or Missing PPGBLs. The prefix symbol and serial number of blank original PPGBLs or preassembled sets that have become lost, stolen, or are unaccountably missing or otherwise beyond the control of the issuing officer, shall be reported to HQMTMC/MTPP-SA.

(6) Recovery of Lost, Stolen, or Missing PPGBLs. PPGBLs reported as lost, stolen, or missing are recovered, they will not be placed in stock and used unless the number recovered is 20 or more. In this case, the symbols and serial numbers will be reported to the proper disbursing officer. Quantities less than 20 will be recorded and then destroyed.

c. Issuing Officer. Only authorized or acting GSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the GSO office at the issuing office. As stated in 41 CFR 101-41.302.4, accountability for GBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper, must appear on the GBL.

d. Format.

(1) The PPGBL consists of five separate basic forms. It is produced in a seven-part carbon-interleaved set for simultaneous preparation. The standard form numbers, form title, color, and distribution are described in paragraph 5005.

(2) In all instances, the PPGBL-original SF 1203 shall be given to the initial carrier or designated agent for the carrier before the shipment is packed and/or picked up. The carrier shall sign and date the original PPGBL where the certification is printed "Certificate for Receipt of Shipment and Original Bill of Lading."

5003. DD Form 1299. The DD Form 1299 shall be completed by the individual member's branch of service at the origin activity.

a. Preparation of the DD Form 1299. (See Tab A).

(1) A separate DD Form 1299 shall be prepared for each shipment a member makes, and the applications shall be numbered 1 of 2, 2 of 2, etc. If the member cannot be present to apply for shipment, the completed DD Form 1299 shall be signed by the member's designated agent.

(2) Each applicable block of the DD Form 1299 will be completed. Ensure the established RDD is realistic. When possible, the complete destination address shall be shown in block 10. If the destination is within CONUS or Alaska, the address should include the street address, city or town, county, state, and ZIP code. If the destination is overseas, the complete address of the responsible destination GSO/TO or the street address, city or town, province, and country should be shown. Members may never sign a blank DD Form 1299.

(3) NTS is not authorized at an overseas area.

(4) When commanding officers of military service installations or their authorized representatives are required to sign the DD Form 1299, they shall indicate in block 16 the reason for nonavailability of the member's signature.

(5) When a shipment is made from overseas and the CONUS or Alaska delivery address is not known, the words "storage in transit" or "nontemporary storage," as applicable, shall be entered in block 12.

b. Persons Authorized to Complete and Submit DD Form 1299.
DD Form 1299 may be completed and submitted by:

(1) The member.

(2) Any person acting under a general power of attorney, anyone acting as an agent for the member under limited power of attorney, or informal letter of authority signed by the member.

(3) Dependents of:

(a) Army and Air Force Personnel. When a dependent has a travel authorization to or from overseas, the dependent may (not) apply for shipment without the member's power of attorney or letter of authorization provided the shipment is to the member's new duty station or the property

is being placed in NTS. If the dependent is requesting movement of the property to any other point, the application shall be supported by the member's power of attorney or letter of authorization.

(b) Navy and Marine Corps Personnel. The dependent may request shipment when all of the following conditions exist: The member is currently assigned to the overseas duty station; concurrent travel of dependents to the overseas duty station was not authorized; the shipment is being made to the member's overseas duty station; the dependent is in receipt of dependent entry approval or authorization; and the shipment of HHG to the overseas duty station is not prohibited or restricted.

(4) Other persons as authorized by the member's DOD component regulations.

(5) A commanding officer of an installation or the commanding officer's designated representative, when any of the above authorizations cannot be obtained. In cases of the member's death, DD Form 1300 (Report of Casualty), DD Form 2064 (Certificate of Death Overseas), Summary Court Officer Appointment Order or the Official Bulletin Notice can be used instead of orders as an attachment to the DD Form 1299. Care should be exercised to ensure that the property is shipped to the authorized next of kin or individual legally entitled to receive the property.

(6) When DD Form 1299 is prepared by a dependent or agent, the full name, grade, rank or rating, and SSN of the member shall be shown in blocks 4, 5, and 6, respectively. The signature of the member's agent or authorized representative shall be affixed in block 15 after the member's name; for example, "Thomas Williams by Helen Williams, Wife" or "Thomas Williams by Jack Jones, Agent." One copy of the power of attorney, the informal letter of authority, or the dependent travel authorization shall be retained by the origin GSO in the shipment file.

c. Submission of DD Form 1299. The GSO will assist the member in preparing the DD Form 1299 if the member is requesting shipment from a CONUS address or from NTS. The GSO will forward the processed DD Form 1299 and supporting documents to the GSO/TO having responsibility for the geographical area in which the property is located to get the shipment moving. Refer to PPCIG, Volume I and II.

d. Required Supporting Documentation. Documents required in support of applications for shipments are as follows:

(1) Member's orders or other authority. Copies of the member's orders are not required when shipment is requested using dependent's travel authorization that references the member's orders (including special order number, issuing headquarters, and date of issue).

(2) One copy of the signed DD Form 1797, (Tab B) signed by both the member or the member's agent and the counselor.

(3) For shipments of firearms, any forms or certificates prescribed by the member's sponsoring DOD component or other Government agencies.

(4) Copies of powers of attorney, time-extension certificates, and any other documents required in special cases.

(5) Customs documents to effect duty free clearance of personal property shipments for those areas where specific customs documents are required.

e. Distribution of the DD Form 1299 and Supporting Documents.

(1) The branch of service representative, upon processing an application for shipment, shall:

(a) Return to the member one copy of:

DD Form 1299.

DD Form 1797.

(b) Retain one copy of each document for local files.

(c) Attach one copy of DD Form 1299 and one copy of the member's PCS or TDY orders to the property-received copy of the PPGBL, and forward to the responsible destination GSO/TO.

(d) On all shipments, attach the following documents to the original copy of the PPGBL and give those documents to the carrier for customs clearance:

host Government. 1 Appropriate clearance forms required by the

2 One copy of DD Form 1299.

3 One copy of the member's PCS or TDY orders.

(e) On all shipments from overseas areas to CONUS, attach the following documents to the original copy of the PPGBL, and provide these documents to the carrier for customs clearance:

1 One copy of the U.S. Customs Declaration for Personal Property Shipments (DD Form 1252 or 1252-1) and Eucom 30-3, if applicable.

2 One copy of the DD Form 1299

3 One copy of the member's PCS or TDY orders

5004. Preparation of the PPGBL.

a. The following preparation instructions are keyed to the numbered blocks appearing on the PPGBL. When different entries are required due to different methods of shipment (such as TGBL, DPM, or POV); instruction by shipment method is provided. In all other cases, the entry data provided shall be the same for all methods of shipments.

(1) (Block 1) Transportation Company and Agent Tendered.
Enter the full business name of the initial line-haul carrier to which the shipment is tendered. The business name shall include the words "company," "incorporated," or "limited," as appropriate. (These words may be abbreviated as Co., Inc., and Ltd.) No other company or carrier abbreviation, initial, or symbol may be used. Enter the name of the carrier's booking agent or the first agent in the LOI in parentheses after the business name of the initial line-haul carrier.

(2) (Block 2) SCAC. Enter the four-position SCAC assigned to the initial line-haul carrier by the National Motor Freight Traffic Association.

(3) (Block 3) Service Code.

(a) TGBL Shipments. Enter the appropriate code of service; such as Code 1, Code 4, or Code J.

(b) DPM Shipments. Enter the applicable two-position DPM alpha code such as HE, BA, or HG. DPM alpha codes are defined in Appendix D, of the IPPRS.

(c) POV's. Enter the code "C".

(4) (Block 4) Shipment Number. When more than one shipment is made for an individual member, the PPGBLs shall be numbered in the same sequence as the DD Form 1299 (i.e., 1 of 3, or 2 of 3). When only one shipment is made, enter "1 of 1."

(5) (Block 5) Date PPGBL Issued. Enter the calendar date (day, month, and year) i.e., 4 Nov 93, on which the first entry is made in preparing the PPGBL.

(6) (Block 6) Requested Packing Date. Enter the calendar date (day, month, and year) i.e., as 5 Nov 93, on which the carrier is to begin packing a TGBL shipment.

(7) (Block 7) Requested Pickup Date.

(a) TGBL. Enter the requested pickup date or the date on which the carrier has agreed to pick up the shipment i.e., 6 Nov 93.

(b) DPM.

1 Enter the date the shipment is picked up at the member's residence, NTS facility etc., in cases where such pick up is performed by a DPM packing contractor.

2 Enter the scheduled date of pick up by the common carrier in all other cases, such as, pick up at APOD/WPOD or GSO/TO installation facility

(8) (Block 8) Required Delivery Date. Enter the RDD (day, month, and year) that the shipment is required at the destination shown in block 18, i.e., 29 Feb 93).

(9) (Block 9). No entry required.

(10) (Block 10) Property Owner's Name, SSN, Rank, Pay and Grade. Enter the member's name (last, first, middle initial), SSN, rank, pay and grade. Also enter the member's status (PCS, TDY, SEP, RET) and the unit and activity to which assigned. If appropriate, enter the member's status as retirement or separation.

(a) If the member's grade is E-4 or below, indicate the maximum authorized weight allowance per JFTR.

(b) For Navy shipments only, enter the member's rank or rate code. This code is the one-digit alpha character immediately following the abbreviation and subhead in the accounting data contained in the member's orders.

(c) For military and civilian personnel, enter "WD" (with dependents) or "WOD" (without dependents).

(d) For deceased members or deceased dependent(s) of a member, annotate "BLUEBARK" immediately following the name.

(e) For early return of dependents enter dependents name, followed by "dependent of" and sponsors name, SSN, rank, pay and grade.

(11) (Block 11) Authority for Shipment. Enter the authority for shipment as shown on the member's orders (such as order number, paragraph number, and order issuing agency).

(12) (Block 12) Date of Order. Enter the date the orders were issued.

(13) (Block 13) Extra Pickup or Delivery. When an extra pickup or delivery is requested, cross out the service not applicable and enter the appropriate full address.

(14) (Block 14) Department or Agency. Enter the sponsoring military service or other agency.

(15) (Block 15) Transportation Control Number. Enter the Transportation Control Number for shipments that will move in the Defense Transportation System and will require a Transportation Control Movement Document. The TCN shall be constructed in accordance with procedures set forth in DOD 4500.32-R.

(16) (Block 16). No entry required.

(17) (Block 17) Full Name of Shipper. Enter the full name of the military installation or activity making the shipment.

(18) (Block 18) Consignee. Name, destination, delivery address, and rate area code i.e., US11, US12, US13, etc., or GE, IT, UK, etc. Rate area code is only required on ITGBL shipments.

(a) TGBL Shipments.

1 Consigned to the Member. Enter the member's name (last name, first name, and middle initial), rank, and activity to which assigned (shipments destined overseas--spell out the name of the activity and country--do not show APO/FPO number) or delivery address, including the street, city, county, state, ZIP code, or country.

2 Consigned to the Member's Agent. Enter the full name of the member's designated agent, followed by the word "agent," and the delivery address, including the street, city, county, state or country, and ZIP code.

3 Consigned to a Commercial NTS Facility. Enter the full business name and address of the commercial storage contractor, including the street, city, county, state, and ZIP code.

(b) POV's. Enter the member's name (last name, first name, and middle initial) or the full name of the member's agent followed by the word "agent," and the delivery address, including the street, city, county, state, and ZIP code, or, if destined to a port, the applicable ocean terminal, whichever applies.

19. (Block 19) From. Complete address at point of pickup and rate area code, i.e., US11, US12, US13, etc., or GE01, GE37, GE38, etc. Rate area code is only required on ITGBL shipments.

(a) Shipments from Residence. Enter the exact location of the property to be shipped, including the street, city, or military installation, county, state or country, and ZIP code.

(b) Shipments from Storage or Contractor's Facility. Enter the name of the commercial or Government warehouse facility, including the street, city, county, state, or country, and ZIP code. For shipments from NTS, enter the stored net weight, lot number, and service order number.

20. (Block 20) Responsible Destination Installation or Office

(a) GBLOC. Enter the destination US Embassy/Consulate or TO GBLOC in the designated block in block 20.

(b) TGBL and DPM Shipments. Enter the name of the responsible destination US Embassy/Consulate or TO, state, ZIP code, or country, APO/FPO number and the commercial telephone number.

(c) DPM Shipments in the DTS. For DPM shipments entering the DTS, the final overseas destination GSO/TO shall be entered, not the CONUS WPOE/APOE, which appears in block 18.

21. (Block 21) Bill Charges To.

(a) Army and Air Force Shipments. Enter: "Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-I-THA), Indianapolis, IN 46249-0611."

(b) Navy Shipments. Enter: "Defense Finance and Accounting Service, Norfolk Operating Location, P.O. Box 8489, Norfolk, VA 23503-0489."

(c) Marine Corps Shipments. Enter: "Commanding General, Marine Corps Logistics Base (Code 470), Albany, GA 31704."

(d) Coast Guard Shipments. Enter: "Commanding Officer (OTAB1), Coast Guard Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-0015."

(e) Defense Logistics Agency, Defense Intelligence Agency, and Office of the Secretary of Defense Shipments. Enter: US Army Finance and Accounting Center, Transportation Operations, Indianapolis, Indiana 46249.

(f) Other. Enter the finance office indicated in the member's orders as being responsible for payment.

22. (Block 22) Via.

(a) TGBL Shipments. Leave blank.

(b) DPM Shipments.

1 International/Air/Commercial/DPM Shipments. Show the complete routing from origin to final destination as provided by the initial carrier.

2 All Other DPM Shipments. Only the name of the originating carrier is necessary unless it is to the advantage of the Government to specify the connecting carriers. It is the obligation of the originating carrier to forward shipments over a route that will provide the lowest published charges within the mode. When it is necessary to route shipments, routing shall be selected by experienced transportation personnel who are aware of various tariff restrictions and limitations to ensure that services are obtained at the lowest possible cost.

(c) POV's. The same instructions apply as those shown under "All other DPM Shipments."

23. (Block 23). No entry required.

24. (Block 24) Appropriation Chargeable.

(a) Army Shipments. Enter the Movement Designator Code from the members' orders. Enter the "MDC" followed by the four-digit code. Also, for ITGBL shipments, enter the 4-digit Transportation Account Code. Show the word "TAC" followed by the 4-digit code. TACs are listed in Volume II, DOD 4500.32-R.

(b) Navy Shipments. Enter "NMF -*-\$\$\$\$." In the space indicated by the "*", enter the last digit of the fiscal year in which the shipment is picked up by the carrier. The spaces indicated by \$\$\$\$ shall be completed by entering the 4-digit TAC shown in the members' orders. If the TAC is not shown in the member's orders, refer to Section VIII, Volume II, DOD 4500.32-R.

(c) Coast Guard Shipments. Enter the accounting data indicated on the member's travel order. It is normally located in block 9 of the Coast Guard Form 5131, Standard Travel Orders for Military Personnel, or specified in the body of a letter-format travel order.

(d) All Other DOD Shipments. Enter the accounting data from the members' orders. Also, for all ITGBL shipments, enter the 4-digit TAC shown in the members' orders. Show the word "TAC"

followed by the 4-digit code. If the TAC is not shown in the members' orders, refer to Volume II, DOD 4500.32-R.

25. (Block 25) Remarks.

(a) SIT.

1 TGBL Shipments Authorized SIT. If SIT was used at origin, enter _____ days SIT were used at origin."

2 Shipments from NTS. Enter: "_____ days temporary storage were used at origin."

3 Shipments not Authorized SIT. Enter: "SIT not authorized."

(b) Export and Import Annotations. For shipments originating in CONUS and destined overseas, enter "For Export." For shipments moving by air, originating overseas and destined for CONUS, enter "Imported by Air."

(c) Unpacking at Destination. When the carrier does not perform packing services at origin and unpacking services are required at destination, enter "Unpacking Required at Destination." This shall apply principally to shipments removed from NTS and UB shipments when unpacking of UB is requested by the member and authorized by the TO. When unpacking is authorized on the PPGBL, the carrier/agent will prepare a DD Form 619-1 for labor charges. Member will initial the DD Form 619-1 for labor charges. Member will initial the DD Form 619-1 to verify that unpacking services were performed. If the PPGBL for a shipment from NTS is not annotated, the destination GSO/TO shall authorize unpacking services on DD Form 619 (Figure 5-4).

(d) TGBL Notification.

1 Direct Delivery Requested. If the member has made advance arrangements with the origin GSO/TO for direct delivery to the destination residence, enter "Direct Delivery Authorized Before completing delivery, the carrier shall notify the GSO/TO or appropriate duty officer specified in block 20."

2 Direct Delivery Not Requested. Enter "Before effecting delivery to residence or placing in storage, the carrier shall notify the GSO/TO specified in block 20."

3 BLUEBARK Shipments. Enter "Direct Delivery is not authorized." The carrier shall contact the TO specified in Block 2D for instructions.

(e) Use of Government-Owned Containers. When Government-owned containers are used for shipments moving in TGBL service, enter the applicable statement from the appropriate rate solicitation. Also enter the number and type of containers used.

(f) Administrative Weight Limitation. For shipments to or from overseas areas where administrative weight limitations are in effect, enter the following notation: "Maximum administrative weight allowance for household goods/unaccompanied baggage is (insert weight)."

(g) NTS. When a shipment is consigned to an NTS facility, enter "For Nontemporary Storage."

(h) Firearms. When the shipment contains firearms, enter "This Shipment Contains Firearms."

(i) Nonperformance of Interior Packing. When no packing of interior boxes (such as cartons, drums, and dishpacks) is performed on international containerized shipments moving under SFRs, annotate the PPGBL with the applicable solicitation item number and the statement "Apply (show money amount per net hundred pounds weight reduction to the SFR.)"

(j) POV's. Enter year, make, serial number, license number, and any other information necessary to identify the POV.

(k) Reweigh Required. When it is determined by the GSO/TO that a reweigh is necessary, or when a reweigh is requested by the member at origin, the GSO/TO shall annotate the PPGBL with the words "REWEIGH REQUIRED".

26. (Block 26) Packages.

(a) TGBL Shipments. Enter "1 LOT."

(b) POV's. Enter "1 VO."

27. (Block 27) Description of Shipment. Enter the words "Household Goods," "Unaccompanied Baggage," "Personal Effects," as appropriate. For POV's, show the property classification and NMFC/UFC number.

(a) ITGBL Containerized Shipments. The carrier shall enter the total number of containers and total cube, along with dimensions, as required.

(b) DPM Shipments. After HHG or personal effects, enter the aggregate weight and cube of the total number of each different type of container shown in block 26.

28. (Block 28) Weight.

(a) TGBL Shipments. The carrier shall enter the gross, tare, and net weight in this column. The net weight shall include the weight of Professional Books Papers and Equipment, and consumable items.

(b) DPM Shipments. Enter the total gross, tare, and net weight of the shipment.

(c) Professional Books Papers and Equipment. Professional Books Papers and Equipment shall be weighed separately and the weight shall be inserted in the space provided. When it is impossible or impractical to weigh the PBP&E, a constructive weight, based on 40 pounds per cubic foot, shall be used, and the letter "C" shall be inserted after the weight.

(d) Consumable Items. Consumable items shall be weighed separately and the weight shall be annotated in the space provided for PBP&E weight. "Consumables" shall precede this weight in order to distinguish between the weight of consumables and P&E.

29. (Blocks 29 and 30) For Use by Destination Carrier Only. The carrier shall enter these data elements as required for billing.

30. (Block 31) Tariff or Special Rate Authorities. Enter the Special Solicitation rate, tender number found in Chapter 10 of the International Rate Solicitation; for OTO shipments, enter the words "One-Time-Only," the carrier's rate tender number, and the OTO rate.

31. (Block 32A) Issuing Officer. Enter the name and title of the issuing transportation officer. Signature of the

issuing transportation officer is not required.

32. (Block 32B) Issuing Office. Enter the GBLOC and full name of the military installation or activity issuing the PPGBL.

33. (Block 33A) Name of the Transportation Company. Enter the same information as in block 1.

34. (Block 33B) Date of Receipt of Shipment. The carrier shall enter the actual date the shipment is picked up.

35. (Block 33C) Signature of Agent/Driver. The carrier/agent or driver shall sign the PPGBL acknowledging receipt.

36. (Block 33D) PER. If the agent's name is signed by the agent's authorized representative, the initials of the representative shall appear in this block.

37. (Block 34) For Use by the Paying Officer. The GSO/TO shall check the applicable block to identify the reason for any excess cost involved in the shipment. The "Remarks" block shall be used to fully explain the reason for the excess cost.

38. (Blocks 35A through 35G) Certificate of Carrier Billing for Charges. The carrier authorized to bill for charges shall complete this portion of the PPGBL after delivery has been accomplished.

39. (Block 36) Special Services Ordered (Reverse of PPGBL). Any special services authorized shall be entered by the issuing GSO/TO.

5005. Distribution and Substitute Documents. The PPGBL is printed as a 7-part form (original and 6 copies). This section provides guidance for the proper distribution of the PPGBL for all methods and modes of shipment. It also discusses procedures for the use of substitute documents when the original PPGBL has been lost or destroyed.

a. Distribution. The PPGBL shall be processed and distributed as follows:

(1) Original (White) SF-1203

Provide to the origin carrier for submission to the finance center for payment.

- | | |
|--|--|
| <p>(2) Shipping Order (Pink)
SF-1204</p> | <p>Provide to the origin carrier for retention as actual service order</p> |
| <p>(3) Freight Waybill Carrier's Copy (White) SF-1205</p> | <p>Provide to the origin carrier for retention.
May be used as substitute document
(for a lost PPGBL).</p> |
| <p>(4) Accounting Copy
(Yellow) SF-1203A</p> <p><u>Shipments</u> -</p> | <p><u>For Army, Air Force, and Marine Corps</u></p> <p>Provide to carrier for annotation of weight charges. Upon return, from carrier's agent</p> <p>GSO will make disposition as follows:
copy.</p> |
| <p>(5) Property Owner Copy
(Blue) SF-1203B
(Blue) SF-1203B</p> | <p><u>For all methods except DPM</u></p> <p>Give to origin carrier, who shall:</p> <ul style="list-style-type: none"> - Give to the member when pickup is made at the residence. - Give to the member when delivery is made at the residence if the origin pickup is from NTS. |

- Give to the destination GSO/TO if the shipment originates from NTS and is to be placed in SIT at the

destination.
The GSO/TO shall give the copy to the member or the member's Agent.

For DPM Shipments

The GSO/TO shall forward the copy to the mbr's dest address or unit of assignment, if a copy was not provided to member at origin

6) Property Received Copy (Yellow) SF-1203A

Forward to destination GSO/TO who has final delivery responsibility, with required supporting documents, to arrive in advance of the shipment.
BLUEBARK shipments should be so annotated and forwarded via certified mail
Notify destination GSO/TO by telephone or message

of BLUEBARK
shipment.

(7) Property Shipped Copy
(Yellow) SF-1203a

Disposition is
as follows:

For ITGBL
Shipments
Retain in an
origin suspense
file pending
receipt of
the accounting
copy.
Upon receipt,
annotate the
property shipped
copy and place
in shipment
file.

b. PPGBL Cancelled After Distribution. When a PPGBL must be cancelled after partial or complete distribution, a memorandum copy (and reproductions as necessary) shall be clearly marked "cancelled" and forwarded to each recipient of the initial distribution. Also, when a PPGBL Correction Notice, SF 1200, Figure 5-6, is prepared, a complete distribution will be made in accordance with paragraph 5007.

c. Substitute Documents Issued for a Lost PPGBL.

(1) Issuance. When it is evident that the original PPGBL has been lost or destroyed the carrier shall forward the original freight waybill, SF-1205 to the appropriate finance center for payment. When both the original PPGBL and the original Freight Waybill have been lost or destroyed, the carrier shall request a certified memorandum copy for use as a substitute billing document. The origin GSO/TO shall annotate the certified memorandum copy as follows: "I certify that the services shown on this freight waybill were requested." This certified memorandum copy will be signed, dated, and returned to the carrier for billing.

(2) Records and Control. The GSO/TO shall note all memorandum PPGBLs in the PPGBL accountability record and promptly shall notify the responsible paying finance center so the finance center may take steps to preclude duplicate payment of the transportation charges. Should the original PPGBL be located after the certified memorandum is presented for payment, it shall be forwarded to the appropriate finance center, where it will be voided.

5006. Preparation of the U.S. Government Bill of Lading Correction Notice. This section provides guidance and instruction in the preparation of the GBL Correction Notice, SF 1200, for making alterations and corrections to PPGBLs. The subsection below is keyed to the numbered blocks on the GBL Correction Notice (SF 1200).

a. Date Notice Prepared (unnumbered). Enter the date the SF 1200 is prepared.

b. PPGBL Number (Block 1). Enter the prefix symbol and serial number of the PPGBL being corrected. Only one PPGBL will be corrected on each SF 1200.

c. Date PPGBL Was Issued (Block 2). Enter the issue date shown on the PPGBL being corrected.

d. Total Weight Shown on PPGBL (Block 3). Enter the total weight shown on the PPGBL.

e. Origin (Block 4). Enter the name of the origin address as shown on the PPGBL.

f. Destination (Block 5). Enter destination address as shown on the PPGBL.

g. Route (Block 6). Enter route shown on "via" block on the PPGBL. Leave blank if no route is shown on the PPGBL.

h. Issuing Office (Block 7). Enter the name of the activity that issued the PPGBL.

i. To (Block 8). Enter name, address, and zip code of activity to which the original SF 1200 is to be sent.

j. Payment Data (Block 9). Self-explanatory.

k. From (Block 10). Enter name, address, and zip code of activity issuing the SF 1200.

l. Bill of Lading Now Reads (Block 11). Enter information from the PPGBL which is to be corrected. If the SF 1200 is being issued to include information omitted from the PPGBL, enter the words "information omitted" in this block.

m. Correct Bill of Lading to Read (Block 12). Enter information to be shown on the corrected PPGBL.

n. Authority for Correction (Block 13). Enter information, which justifies correction.

o. Remarks (Block 14). Enter remarks as appropriate pertaining to the correction being made.

p. Information Copy (Block 15). Enter name, address, and zip code of all the recipients of SF 1200, excluding the addresses shown in blocks 8 and 10.

q. Signature and Title of Initiating Official (Block 16). Self-explanatory.

r. Carrier Representative Signature (Block 17). Self-explanatory.

5007. Distribution of the GBL Correction Notice (SF 1200)

a. When transportation charges are affected by the alteration or correction, the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

(1) A copy to consignee.

(2) A copy to the appropriate disbursing officer.

(3) Original and one copy to the originating carrier.

(4) Copy to the office of the shipper service.

(5) Copy to be attached to the consignor copy of the PPGBL.

(6) Copies to all other addresses shown in "Information copy to" (block 15).

(7) Copy retained by the initiator of the SF 1200.

b. When the disbursing office or appropriation data changes, SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- (1) Original to the initial disbursing office.
- (2) Copy to the new disbursing office as amended.
- (3) Two copies to the consignee.
- (4) Copy to the office of the shipper service.
- (5) Copy to origin carrier.
- (6) Copy to be attached to the consignor copy of the PPGBL.

c. When any other alternations or corrections are made the SF 1200 shall be prepared in sufficient quantity to permit the same distribution as stated in paragraph 5007.a.

5008. Who May Issue a DD 1200, GBL Correction Notice, (See Tab D

a. Issuing Officer. In all cases where the issuing officer detects that an alteration or correction is required, the issuing officer shall initiate the DD Form 1200. This issuing officer shall also make distribution in accordance with paragraph 5007.a.

b. Consignee.

(1) When the consignee considers it necessary to make alterations or corrections which have not been authorized by the issuing officer, the consignee will notify the issuing office by electrical means or in writing, unless it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment. If a reply to this notification is not received within 30 days alterations or the consignee will make corrections.

(2) When it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment, the consignee will make the necessary alterations or corrections without the issuing officer's authorization.

5009. Preparation of the Counseling Checklist (DD 1797) (See Tab E)

Purpose. DD Form 1797 (Tab B) shall be used by the counselor during the counseling session. All pertinent items shall be discussed with the member and checked off in the blocks provided. At the conclusion of the counseling session, the form shall be signed by both the member and the counselor, with statements covering any unusual requirements or problem areas initialed by the member and the counselor. A computer-generated checklist can be used in lieu of the DD Form 1797.

b. Forms Supply. DD Form 1797 is available through normal publications distribution channels.

c. Distribution. The completed DD Form 1797 shall be distributed as follows:

- (1) One copy shall be retained for the origin GSO.
- (2) One copy shall be provided to the member.

<http://www.dior.whs.mil/forms/DD1299.PDF>

<http://www.dior.whs.mil/forms/DD1797.PDF>

<http://www.dior.whs.mil/forms/DD1252.PDF>

[http://contacts.gsa.gov/webforms.nsf/0/0DB51B1AFB86B71385256A3F0043890D/\\$file/sf1200.pdf](http://contacts.gsa.gov/webforms.nsf/0/0DB51B1AFB86B71385256A3F0043890D/$file/sf1200.pdf)

APPENDIX A

Organization Key Points of Contact

1. Program addresses and telephone numbers for information and assistance are:

HQ MTMC:

(1) Deputy Chief of Staff for Passenger and Personal Property.

Commander
Military Traffic Management Command
ATTN: MTPP
200 STOVALL STREET
ALEXANDRIA, VA 22332-5000

Telephones:

OTO's: COML (703) 428-3283
POV's: COML (703) 428-3277
QUALITY: COML (703) 428-3279
FAX: COML (703) 428-3390
DSN: 328-XXXX
Msg address: CDRMTMC ALEXANDRIA VA//MTPP-HR//

** For all other general questions, please contact the State Department, Washington DC, at (202) 647-4140.

(2) Pacific Area.

MTMC Pacific
Building 204
Wheeler Army Air Field
Schofield Barracks, HI 96857-5008

Telephones: COML (808) 656-3741/3141/3331
FAX: COML (808) 656-7020
DSN: (315) 456-XXXX
Msg address: CDR599THTRANSOPTML WHEELER AAF HI//MTPP-P//

(3) European Area.

HQ USEUCOM/MTMC
ATTN: PPO-E
Unit 30400
APO AE 09131

Telephone: COML 011-49-711-680-5558/5898
FAX: COML 011-49-711-687-7248/8585
DSN: 314-430-XXXX
Msg address: CDRMTMCEUR VAIHINGEN GE//MTEUR-ITT-P//

2. Entitlements.

a. Army.

HQDA (DALO-FPT)
WASH, DC 20310-0500

Telephone: COML (703) 614-4362
FAX: COML (703) 614-4064
DSN: 224-XXXX
Msg address: DA WASH DC//DALO-FPT//

b. Navy.

Naval Supply Systems Command
5450 Carlisle Pike
P.O Box 2050, Code 53
Mechanicsburg, PA 17055-0791

Telephone: COML (717) 790-6725
DSN 430-XXXX
FAX: COML (717) 790-5854
DSN 430-XXXX

Msg address: CDR NAVSUPSYSCOM MECHANICSBURG PA//53//

c. Air Force.

HQUSAF/ILTT
1030 Air Force Pentagon
Washington, DC 20330-1030

Telephone: COML (703) 697-5978/1078
FAX: COML (703) 695-6799
DSN: 225-XXXX
Msg address: HQUSAF WASHINGTON DC//ILTT//

d. U.S. Marine Corps.

Commandant of the Marine Corps (LFT-3)
2 Navy Annex,
Washington, DC 20380-1775

Telephone: COML (703) 695-7762/7765

FAX: COML (703) 695-8160

DSN: 225-XXXX
Msg address: CMC WASH DC//LFT-3//

e. U. S. Coast Guard.

Commandant (G-WPM-2)
2100 2nd Street, SW.
Washington, DC 20593-0001

Telephone: COML (202) 267-2209/2247
FAX: COML (202) 267-4823
Msg address: COMDT COGARD WASHINGTON DC//G-WPM-2//

3. Claims addresses and telephone numbers -- Service headquarters for information:

a. Army.

Office of the Judge Advocate General
U.S. Army Claims Service
4411 Llewellyn Avenue
Fort George G. Meade, MD 20755-5360

Telephone: (301) 677-7009
FAX: (301) 677-4646
DSN: 923-XXXX
Msg address: CVSARCS OTJAG FT MEADE MD//JACS//

b. Air Force.

AFLSA/JACC
112 Luke Avenue, Suite 343
Bolling AFB
Washington, DC 20332-8000

Telephone: (202) 767-1585
FAX: (202) 767-1519
DSN: 297-XXXX
Msg address: JA-AFLSA BOLLING AFB DC

c. Navy.

Office of the Judge Advocate General
Claims Division, Code 15
1322 Patterson Avenue, Suite 3000
Washington Navy Yard, DC 20374-5066

Telephone: (202) 685-4425
FAX: (202) 685-7156

DSN: 325-XXXX

Msg address: NAVY JAG WASHINGTON DC//NJAG 14C//

d. U.S. Marine Corps.

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
3280 Russell Road
MRM Claims
Quantico, VA 22134-5001

Telephone: (703) 784-9533
FAX: (703) 784-9827
DSN: 278-XXXX
Msg address: CMC WASH DC//CODE MRM//

e. U.S. Coast Guard.

U.S. Coast Guard Finance Center
HHG Claims
P.O. Box 4121
Chesapeake, VA 23327-4121

Telephone: COML (757) 366-6504
FAX: COML (757) 366-6541
MSG address: COGARD FINCEN CHESAPEAKE VA

4. Addresses for submission of claims for DOD personnel Stationed at embassies.

a. Navy

OJAG (Code 153)
1322 Patterson Avenue, SE., Suite 3000
Washington Navy Yard, DC 20374-5066

b. Air Force.

European and Mediterranean Area
HQ/USAFE/JAVC
APO New York 09012-5001

Middle East, India, Pakistan, and Africa
HQ UCENTAF/JA
HQ 9AF
Shaw AFB, SC 24001-5000

Mexico, Central and South America)
HQ 24 CSG/JA
APO Miami 34001-5000

Pacific Area.

HQ PACAF/JA
Hickam AFB, HI 96853-5001

c. Marine Corps.

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
3280 Russell Road
MRM Claims
Quantico, VA 22134-5001

d. Army.

U.S. Army Claims Service, Europe
ATTN: Personnel Claims
Turley Barracks, Mannheim
APO NY 09166

U.S. Army Claims Service, Europe (local address)
ATT: Personnel Claims
Gebäude 488
Freidrich Ebertstrasse 89
6800 Mannheim
Federal Republic of Germany

Commander
U.S. Army Element
Allied Land Forces Southeastern Europe
ATTN: ACLE-JA
APO NY 09224

U.S. Armed Forces Claims Service, Korea
ATTN: Personnel Claims
APO SF 96301

U.S. Army Claims Service, Western Command
Fort Shafter, Hawaii 96858
Staff Judge Advocate
HQ, U.S. Army Southern European Task Force
ATTN: Claims Judge Advocate
APO NY 09168

6. SCHOOLS

a. Army.

U.S. Army Transportation School
ATTN: ATSP-TDD
Fort Eustis, VA 23604-5408
Telephone: (757) 878-6969
FAX: (757) 878-4603
DSN: 927-XXXX

b. Air Force.

345th Training Squadron
1015 Femoyer Street
Lackland AFB, TX 78236

Telephone COMM: 210-671-3603
FAX: 210-671-3314
DSN: 473-XXXX

APPENDIX B

MULTI-SERVICE PUBLICATIONS
FOR
DOD PERSONAL PROPERTY SHIPMENT AND STORAGE PROGRAM

1. REGULATIONS COMMON TO, OR IN USE BY, ALL DOD COMPONENTS.

DOD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)."

DOD 4500.9-R, "Defense Transportation Regulation, part IV, Personal Property."

DOD 5030.49-R, "Customs Inspection."

Joint Federal Travel Regulations, Volume I.

Joint Travel Regulations, Volume II.

MIL-STD-212, "Preparation of HHG and Unaccompanied Baggage for Shipment, Storage, Intracity and Intra-Area Movements."

MIL-STD-129, "Marking for Shipment and Storage."

MTMC, International Personal Property Rate Solicitation I-12 (will change to I-13 on 1 Oct 01).

**** Personal Property Consignment Instruction Guide Worldwide.

2. COMMERCIAL PUBLICATIONS IN USE GENERALLY.

"Bullinger's Postal and Shipper's Guide."

3. SPECIFICATIONS.

ASTM-D-4169, Performance Testing of Commercially Owned Household Goods Containers.

PPP-B-601, Box, Cleated, Plywood.

ASTM-5168, Standard Practice for Fabrication and Closure of Triple Corrugated Fiberboard Containers.

ASTM-D-6039, Standard Specification for Crates, Wood, Open and Covered.

ASTM-D-5118, Standard Practice for Fabrication of Fiberboard Shipping Boxes.

4. REGULATIONS REQUIRED BY THE ARMY.

AR 27-20, "Claims."

AR 55-71, "Transportation of Personal Property and Related Services."

5. REGULATIONS REQUIRED BY THE NAVY.

JAG Instructions P5800.7 (Series), Manual of the JAG, Department of the Navy.

NAVSUP Manual, Appendix A to Volume V.

NAVSUP PUB 490, "Transportation of Personal Property."

NAVCOMPT Manual, Volumes 2 and 7.

6. REGULATIONS REQUIRED BY THE MARINE CORPS.

MCO P4600.7C, "Marine Corps Transportation Manual."

7. REGULATIONS REQUIRED BY THE AIR FORCE.

AFM 75-305, "Personal Property Movement and Storage System."

AFM 112-1, "Air Force Claims Manual."

AFR 75-12, "Border Clearance, Customs, and other Entry Requirements and Related Areas."

AFR 75-25, "Movements and Storage of Personal Property."

AFR 75-46, "Quality Control of Personal Property."

MAC Manual 76-1.

8. Forms Required to Support DOD Personal Property Shipments.

DD Form 788 PRIVATE VEHICLE SHIPPING DOCUMENT FOR
AUTOMOBILE

DD Form 788-1 PRIVATE VEHICLE SHIPPING DOCUMENT FOR VAN

DD Form 1299	APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY
DD Form 1252	U.S. CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS
DD Form 1252-1	U.S. CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS
DD Form 1434	UNITED KINGDOM (U.K.) CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS OF U.S. FORCES/CIVILIAN PERSONNEL ON DUTY IN THE U.K.
DD Form 1797	PERSONAL PROPERTY COUNSELING CHECKLIST
DD Form 1840	JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY OR DAMAGE
DD Form 1840R	NOTICE OF LOSS OR DAMAGE
DD Form 1841	GOVERNMENT INSPECTION REPORT
SF 1109	U.S. GOVERNMENT BILL OF LADING CONTINUATION SHEET
SF 1203	U.S. GOVERNMENT BILL OF LADING - PRIVATELY -OWNED PERSONAL PROPERTY

APPENDIX C

TABLE OF PERMANENT CHANGE OF STATION
WEIGHT ALLOWANCES

WEIGHT ALLOWANCE TABLE (POUNDS)

Weight Allowance

Grade (1&3)	With Dependent(s) (2)	Without Dependent(s)
0-10 to 0-6	18,000	18,000
0-5 & W-5	17,500	16,000
0-4 & W-4	17,000	14,000
0-3 & W-3	14,500	13,000
0-2 & W-2	13,500	12,500
0-1, W-1 & Service Academy Graduates	12,000	10,000
E-9	14,500 (4)	12,000 (4)
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	8,000
E-5	9,000	7,000
E-4 (over 2 years service)	8,000	7,000
E-4 (2 years service or less)	7,000	3,500
E-3	5,000	2,000 (5)
E-2 & E-1	5,000	1,500 (5)
Aviation Cadets (6)		
Service Academy Cadets & Midshipmen		350

For further guidance on weight allowances, contact the appropriate military service located in Appendix A

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APPENDIX D

COUNSELING

The responsible branch of service representative shall counsel the member prior to movement. The representative shall ensure that members fully understand their entitlements and responsibilities in the program. In addition to the items specified on the Personal Property Counseling Checklist, DD Form 1797 (Figure 5-4), the following member responsibilities should be stressed during each counseling session:

- a. Inform their representative and the GSO, upon receipt of orders or alert notice, of the desired movement date and all other information pertinent to the move.
- b. Immediately notify the representative and GSO of any change in orders or other information affecting the member's entitlement to ship or store the property.
- c. Read the information in the "It's Your Move" booklet provided by the representative.
- d. Establish with the origin GSO a realistic RDD.
- e. Dispose of unnecessary or unwanted items of personal property before the move to prevent the payment of excess cost. Ensure all items to be shipped are ready for packing or shipment before the pack and pickup dates.
- f. Identify professional books, papers and equipment and MARS equipment so carrier can pack separately and mark containers accordingly.
- g. Remove personal property from an attic, crawl space, or similar storage area and made all property available to the carrier when the location of the property:
 - (1) Is not accessible by a permanent stairway. (Ladders of any type do not qualify as permanent.)
 - (2) Is not adequately lighted.
 - (3) Does not have a finished floor.

(4) Does not allow a person to stand erect.

h. Ensure that lawn mowers, garden tools, vacuum cleaners, and other items of personal property are clean and free of soil and any foreign matter that may harbor pests or infestation.

i. Drain any waterbed and/or hot tub prior to the move.

j. When shipping a POF, determine and comply with the laws and ordinances concerning firearm ownership or possession in states or localities the member will travel through, be assigned to, or reside in, and obtain necessary authorizations for firearm possession or ownership outlined in Department of the Treasury, ATF Publication 5300.5 and/or by foreign and domestic Government agencies. Provide the carrier a list of firearms shipped as personal property at the time of pickup. The list shall include the manufacturer's name, model number, and serial number of each firearm. (See Chapter 2).

k. DOD policy regarding shipment of liquor/alcoholic beverages. (See Chapter 2).

l. Restricted items that cannot be shipped as HHG or UB. These items are listed in the JFTR and in applicable military service regulations. Hazardous items are listed in Chapter 2.

m. Be present, or ensure a designated agent is present, during the pickup and delivery of the property.

n. Verify the accuracy of all items and information (including damage) on all shipping documents before signing.

o. Actions to be taken if loss, damage, or inconvenience occurs.

p. Contact the responsible destination GSO/TO immediately upon arrival and provide a contact address and telephone number where the member can be reached to arrange delivery at destination.

q. Make arrangements for the acceptance of the property at destination as soon as possible, to preclude unnecessary use of SIT or temporary lodging allowance payments.

r. Notify the local installation law enforcement agency of the loss of firearms from a shipment or storage lot of personal property.

s. Verify the accuracy of loss or damage information itemized by the carriers on the inventory or the DD Form 619 as appropriate.

t. Submit promptly a report on the carrier's performance. (This report is important to the overall evaluation of carrier performance.)

u. Furnish the delivering carrier a signed statement when unpacking or debris removal is waived at destination.

v. Retain copies of all current transportation or storage documents.

w. Notify the GSO/TO of subsequently noticed loss or damage within 70 days after delivery.

APPENDIX E

CLAIMS (LOSS AND DAMAGE) INSTRUCTIONS

1. Loss and Damage.

a. Purpose and Scope. This appendix establishes procedures and provide guidance concerning claims for loss or damage to personal property shipments and documents required for processing and adjudication of claims by military service claims offices.

b. Report of Loss or Damage. The military member shall be counseled to:

(1) In conjunction with the carrier, complete Section B and sign the DD Form 1840 at the time of delivery.

(2) Retain three signed and completed copies of the DD Form 1840.

(3) Annotate additional loss or damage found after delivery on the DD Form 1840R (reverse of DD Form 1840).

(4) Within 70 days from date of delivery submit all 3 copies of the completed DD Form 1840 and DD Form 1840R to the appropriate claims office. The claims office will return one copy of the DD Form 1840R to the GSO acknowledging receipt for use in filing claim, provide one copy to the carrier for notice of additional loss and or damage, and retain one copy for filing within the claims office.

(5) Contact the GSO for any assistance required at time of delivery and for any supporting documents required in processing a claim.

c. Notice of loss or Damage, DD Form 1840.

(1) When the GSO is notified of loss or damage, the GSO shall:

(a) Retain the carrier provided copy of the DD Form 1840.

(b) Conduct inspection for loss or damage upon request by service member or military service claims office within 10 workdays of request and prepare DD Form 1841 (Government Inspection Report).

(c) Upon request provide a copy of the PPGBL and any other shipment documents to assist member in filing a claim.

(2) Claims offices will provide distribution in accordance with the PPTMR.

d. Government Inspection Report, DD Form 1841.

(1) Upon receiving a report of damage to a personal property shipment, the GSO shall conduct an inspection of the property and prepare a DD Form 1841. The GSO's inspection shall be conducted within 10 working days of receiving of the report of damage. The inspection report shall describe the nature and extent of the damage and present the GSO's explanation of the probable cause of the damage.

(2) Distribution.

(a) The original shall be forwarded to the appropriate claims judge advocate or investigating officer, with all required supporting documents below.

(b) One copy shall be provided to the member.

(c) One copy shall be retained by the GSO.

(d) One copy furnished the origin GSO/TO.

(e) One copy furnished the carrier assigned on the PPGBL.

e. Supporting Documents. In addition to the DD Form 1841, Government Inspection Report, the GSO will forward to the Army or Air Force Claims Judge Advocate, Claims Office or in the case of the Navy, Marine Corps, or Coast Guard, the Claims Investigating Officer or if there is no local claims office, to the owner of the damaged property for use in filing a claim, any of the following documents which are available in the GSO:

(1) One copy of the PPGBL or other document used for shipment or storage.

(2) One copy of DD Form 619.

(3) One copy of any inventories or warehouse receipts used for the shipment that indicate condition of the property at the time of pickup, movement to storage, surrender to an intermediate carrier, and final delivery.

(4) One copy of the receipt provided to the contractor for a DPM shipment.

APPENDIX F

FORMAT FOR CONSIGNMENT GUIDE MESSAGE CHANGES

UNCLASSIFIED

01 01 JUL 00 RR RR UUUU ZTUW

YOUR ACTIVITY ADDRESS
CDR MTMC ALEXANDRIA VA//MTPP-SH//

UNCLAS

SUBJECT: CHANGE TO PPCIG WORLDWIDE

1. FOLLOWING CHANGE APPLIES TO PAGE _____, (THE NAME OF YOUR ACTIVITY), (LOCATION), (EFFECTIVE DATE):

A. DPM HHG, DPM BAGGAGE, LINES _____ THROUGH _____, (STATE) COUNTIES OF (LIST COUNTIES OR INDEPENDENT CITIES.), CONSIGN TO: (NAME AND STREET ADDRESS OF NEW DPM CONTRACTOR).

B. ALL OTHER CONSIGNMENT INSTRUCTIONS REMAIN THE SAME.

2. FOLLOWING CHANGE APPLIES TO PAGE _____, (NAME OF PERSONAL PROPERTY SHIPPING ACTIVITY), (LOCATION), (EFFECTIVE DATE):

A. (STATE) COUNTIES OR INDEPENDENT CITIES OF (LIST COUNTIES OR INDEPENDENT CITIES). ADD COUNTIES OF (LIST NEW COUNTIES ADDED TO AREA OF RESPONSIBILITY.); DELETE COUNTIES OF (LIST COUNTIES FOR WHICH RESPONSIBILITY HAS BEEN TRANSFERRED). DPM HHG, DPM BAGGAGE (LINES _____ THROUGH _____), CONSIGN TO : (NAME AND STREET ADDRESS OF DPM CONTRACTOR).

